Exhibitor Services Manual

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center
Edison, New Jersey

Presented By

Yesterday's Values *Tomorrow's Vision* *Delivered Today*

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Moonachie, NJ 07074
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97 Sunfield Avenue
Edison, NJ 08837
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Metropolitan Exposition Services, Inc.

www.metro-expo.com

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METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for NYSCC Suppliers' Day 2015, being held May 12 - 13, 2015, at the New Jersey Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH EXHIBIT BOOTH INCLUDES:

- 8' high back wall drape (black)
- 3' high side rail drape (black)
- (1) 6' x 30" high skirted table (black)
- (2) Upholstered side chairs (gray)
- (1) Wastebasket
- (1) 7" x 44" one line ID Sign
- 10' x 10' booth carpet (black)
- (1) Electrical Outlet- 500 watts of electricity per 10 x 10 space (up to 2500 watts per outlet)
- Daily booth cleaning

The aisles will be carpeted in red.

EVENT SCHEDULE:

Exhibitor Move-In:	Monday	May 11, 2015	8:00am-6:00pm
Show Hours	Tuesday	May 12, 2015	9:00am-4:30pm
	Wednesday	May 13, 2015	9:00am-4:00pm
Exhibitor Move-Out:	Wednesday	May 13, 2015	4:00pm-10:00pm
Force Freight/Clear Floor	Wednesday	May 13, 2015	11:00pm

Metropolitan Exposition will begin removing the aisle carpet, **at 4:00pm on May 13, 2015**. The **empty return process** will begin once the carpet is removed and should take approximately **three (3)** hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 8:00pm on Wednesday, May 13, 2015.

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IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	April 27, 2015
FREIGHT	Shipments begin arriving at warehouse:	April 6, 2015
	Warehouse shipments deadline	May 4, 2015

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

NYSCC Suppliers' Day 2015
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

Advance shipments can arrive beginning on:
April 6, 2015

Advance shipment deadline (avoid surcharges)
May 4, 2015

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to New Jersey Convention Center:

NYSCC Suppliers' Day 2015
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

Shipments can arrive to show site:
May 11, 2015 (8:00am-6:00pm)

Do not ship any materials to New Jersey Convention Center before this time frame. New Jersey Convention Center will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

Payment Authorization Form

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	NYSCC Suppliers' Day 2015
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **NYSCC Suppliers' Day 2015**. Mail to 115 Moonachie Ave. Moonachie, New Jersey 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover

																EXP. DATE
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

Standard Furniture & Accessories

Chairs

Upholstered Side Chair

Tall Stool

Draped & Undraped Tables

Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1011	Upholstered Side Chair	$83.35	$125.02	**N/A**	
		1013	Tall Black Stool	$126.47	$189.70	**N/A**	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	$61.93	$92.89	**N/A**	
		2501	6' x 30" Undraped Table	$72.63	$108.95	**N/A**	
		2502	8' x 30" Undraped Table	$83.93	$125.88	**N/A**	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	$71.78	$107.66	**N/A**	
		2504	6' x 42" Undraped Counter	$82.48	$123.72	**N/A**	
		2505	8' x 42" Undraped Counter	$93.19	$139.78	**N/A**	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	$47.17	$70.75	**N/A**	
		2507	6' Wood Riser	$60.20	$90.30	**N/A**	
DRAPED TABLES	***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1001	4' x 30" high Draped Table	$141.52	$212.28		
		1003	6' x 30" high Draped Table	$164.67	$247.00		
		1005	8' x 30" high Draped Table	$192.17	$288.25		
		2001	4th side Draped – 30"	$54.11	$81.17		
DRAPED COUNTERS	***Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1002	4' x 42" high Draped Counter	$169.02	$253.52		
		1004	6' x 42" high Draped Counter	$192.17	$288.25		
		1006	8' x 42" high Draped Counter	$211.54	$317.32		
		2002	4th side Draped – 42"	$63.37	$95.06		
DRAPED TABLE TOP RISERS	***Draped Riser Colors: Black, Blue, White, Burgundy, Red***						
		2508	4' Draped Riser (select color)	$72.06	$108.09		
		2509	6' Draped Riser (select color)	$88.56	$132.83		
DRAPE	***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1016	3' high Banjo Drape (4 ft. min. order)	$11.58 /ft	$17.37 /ft		
		1017	8' high Banjo Drape (4 ft. min. order)	$17.06 /ft	$25.60 /ft		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	$202.58	$303.86	**N/A**	
		1009	30" x 42" High Pedestal Table	$202.58	$303.86	**N/A**	
MISCELLANEOUS		1019	Chrome Easel	$39.36	$59.04	**N/A**	
		1020	Wastebasket	$18.23	$27.33	**N/A**	
		1029	Retractable Stanchion	$48.33	$72.50	**N/A**	

If a color is not checked a default color will be chosen

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Garment & Display Rack Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GARMENT RACK

Rolling Garment Rack

1052

DISPLAY RACKS

2 & 4 Way Slant/Straight Arm

1044

1045

1048

1049

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
Garment Rack		1052	Chrome Rolling Garment Rack	$112.58	$168.86	
Display Racks		1044	2-Way Straight Arm	$107.36	$161.04	
		1045	2-Way Slanted Arm	$115.76	$173.65	
		1048	4-Way Straight Arm	$126.76	$190.13	
		1049	4-Way Slanted Arm	$136.89	$205.33	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

WHISPER

Whisper Sofa
White Leather
87″L x 37″D x 35″H

Whisper Loveseat
White Leather
61″L x 37″D x 35″H

Whisper Chair
White Leather
35″L x 37″D x 35″H

Whisper Bench Ottoman
White Leather
60″L x 24″D x 17″H

Whipser Square Ottoman
White Leather
40″L x 40″D x 17″H

Whisper Round Ottoman
White Leather
46″Round x 17″H

FUNCTION

Function Armless Chair
White Leather
28″Square x 19″H

Function Corner
White Leather
28″Square x 29″H

CONTINENTAL

Continental Curved Loveseat
White Leather
82″L x 34″D x 31″H

Continental Reverse Curved Loveseat
White Leather
72″L x 34″D x 31″H

Continental Wedge Ottoman
White Leather
30″L x 34″D x 19″H

Continental Curved Bench Ottoman
White Leather
70″L x 26″D x 19″H

Continental Half Moon Ottoman
White Leather
33″L x 19″D x 19″H

SOPHISTICATION

Sophistication Sofa
White Leather
72″L x 31″D x 48″H

Sophistication Loveseat
White Leather
48″L x 31″D x 48″H

Sophistication Chair
White Leather
24″L x 31″D x 48″H

SOPHISTICATION

Sophistication Corner
White Leather
31"Square x 48"H

Sophistication Ottoman
White Leather
31"Square x 19"H

METRO

Metro Sofa
Black Leather
85"L x 35"D x 35"H

Metro Loveseat
Black Leather
60"L x 35"D x 35"H

Metro Chair
Black Leather
35"L x 35"D x 35"H

Metro Square Ottoman
Black Leather
40"Square x 17"H

Metro Bench Ottoman
Black Leather
60"L x 24"D x 17"H

SAUSALITO

Sausalito Sofa
Black Microfiber
83″L x 32″D x 32″H

Sausalito Loveseat
Black Microfiber
59″L x 32″D x 32″H

Sausalito Club Chair
Black Microfiber
39″L x 32″D x 32″H

GRAMMERCY

Grammercy Sofa
Charcoal Leather
82″L x 36″D x 36″H

Grammercy Loveseat
Charcoal Leather
57″L x 36″D x 36″H

Grammercy Chair
Charcoal Leather
28″L x 36″D x 36″H

Grammercy Corner
Charcoal Leather
36″L x 36″D x 36″H

Grammercy Round Ottoman
Charcoal Leather
46″Round x 17″H

Grammercy Square Ottoman
Charcoal Leather
40″SQ x 17″H
Also Available in Bench Ottoman
60″L x 24″D x 17″H

PARMA

Parma Sofa
Brown Leather
79″L x 37″D x 36″H

Parma Loveseat
Brown Leather
56″L x 37″D x 36″H

Parma Chair
Brown Leather
33″L x 37″D x 38″H

Parma Bench Ottoman
Brown Leather
60″L x 24″D x 17″H

BELLA CHOCOLATE

Bella Chocolate Sofa
Brown Microfiber
84″L x 38″D x 34″H

Bella Chocolate Loveseat
Brown Microfiber
61″L x 38″D x 34″H

Bella Chocolate Chair
Brown Microfiber
38″L x 38″D x 34″H

CHANDLER

Chandler Sofa
Red Leather
76″L x 37″D x 35″H

Chandler Loveseat
Red Leather
53″L x 37″D x 35″H

Chandler Chair
Red Leather
31″L x 37″D x 35″H

Chandler Bench Ottoman
Red Leather
60″L x 24″D x 17″H

IMPERIAL

Imperial Sofa
Purple Microfiber
82″L x 36″D x 36″H

Imperial Chair
Purple Microfiber
28″L x 36″D x 36″H

Imperial Bench Ottoman
Purple Microfiber
48″L x 21″D x 18″H

TANGERINE

Tangerine Sofa
Orange Microfiber
84″L x 36″D x 33″H

Tangerine Chair
Orange Microfiber
40″L x 36″D x 33″H

Tangerine Bench Ottoman
Orange Microfiber
62″L x 24″D x 18″H

EVOKE

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81″L x 35″D x 27″H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33″L x 35″D x 27″H

Evoke Cocktail Table
Coffee Resin Frame
48″L x 24″D x 18″H

Evoke End Table
Coffee Resin Frame
24″L x 28″D x 25″H

Evoke Cube
Coffee Resin Frame
18″Square

STAGE CHAIRS

Midnight Stage Chair
Midnight Blue Microfiber
25″L x 26″D x 37″H

Chamois Stage Chair
Beige Microfiber
25″L x 26″D x 37″H

Buckskin Stage Chair
Tan Microfiber
25″L x 26″D x 37″H

Empire Chair
Black Leather ■
White Leather □
28″L x 31.5″D x 32″H

Madrid Chair
White Leather □
Black Leather ■
30.5″L x 35″D x 32″H

Tulip Chair
Black Fabric/Tilt Back/Caster Feet
27″L x 26″D x 35″H

OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70″L x 26″D x 19″H

Square Ottoman
Whisper White Leather
Grammercy Charcoal Leather
Metro Black Leather
40″Square x 17″H

Bench Ottoman
Grammercy Charcoal Leather
Whisper White Leather
Metro Black Leather
Chandler Red Leather
Parma Brown Leather
60″L x 24″D x 17″H

Hayden Bench
Black Wood
67″L x 16″D x 17″H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48″L x 24″D x 20″H
Lock Not Included

ROUND OTTOMANS & BANQUETTES

Essentials Banquette
White Leather
60″Round x 48″H

Whisper Banquette
White Leather
59″Round x 38″H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59″Round x 38″H (2 Pieces)

ROUND OTTOMANS & BANQUETTES

1/4 Round Ottoman
Whisper White Leather
Grammercy Charcoal Leather
34"L x 19"D x 17"H

Round Ottoman
Grammercy Charcoal Leather
Whisper White Leather
46"Round x 17"H

Essentials Turning Bed
White Leather
96"L x 48"D x 35"H

CUBE OTTOMANS

Cube Ottomans
From left to right: Cinnamon Microfiber, Chocolate Microfiber, Cobalt Microfiber, Grape Microfiber, White Vinyl, Black Microfiber
17"L x 17"D x 17"H

Cube Ottomans
From left to right: Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber, Black Vinyl, Platinum Metallic Vinyl
17"L x 17"D x 17"H

OCCASIONAL TABLES

Sterling Tables

End Table Clear Glass/Silver
25"Round x 21"H

Cocktail Table Clear Glass/Silver
36"Round x 16"H

Hampton Tables

End Table Natural/Silver
24"Round x 21"H

Cocktail Table Natural/Silver
48"L x 24"D x 17"H

Princeton Tables

End Table Clear Glass/Black
21"L x 22"D x 21"H

Cocktail Table Clear Glass/Black
45"L x 21"D x 16"H

Tribeca Tables

End Table Wood/Black
24"L x 28"D x 22"H

Cocktail Table Wood/Black
48"L x 28"D x 19"H

Sofa Table Wood/Black
48"L x 18"D x 30"H

Vivid Tables

End Table Smoked Powder Coat Finish
26"Square x 21"H

Cocktail Table Smoked Powder Coat Finish
50"L x 24"D x 16"H

Sofa Table Smoked Powder Coat Finish
50"L x 24"D x 30"H

Quad Tables

End Table White/Brushed Steel
24"L x 20"D x 22"H

Cocktail Table White/Brushed Steel
44"L x 20"D x 18"H

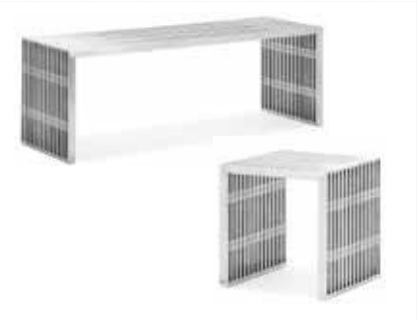
Sofa Table White/Brushed Steel
48"L x 20"D x 30"H

Tetrad Tables

End Table Storm Grey/Brushed Steel
24"L x 20"H x 22"H

Cocktail Table Storm Grey/Brushed Steel
44"L x 20"D x 18"H

Sofa Table Storm Grey/Brushed Steel
48"L x 20"D x 30"H



Novel Tables

End Table Satin Steel
15"Square x 16"H

Cocktail Table Satin Steel
46"L x 15"D x 16"H

Harmony Tables

End Table Wood/Espresso
24"Round x 22"H

Cocktail Table Wood/Espresso
51"L x 28"D x 18"H

Sofa Table Wood/Espresso
52"L x 29"D x 30"H

OCCASIONAL TABLES

Cube End Tables
Black 24"
White 24"
24"Square x 21"H

Cube Cocktail Tables
Black 30"
White 30"
30"Square x 16"H
Black 24"
White 24"
24"Square x 16"H

Zanzibar Table
16"Square

Rose Table
16"Round x 16"H

Club Cocktail Table
44"L x 22"D x 18"H
(Includes built in Wireless LED Lighting)

Club End Table
22"Square x 18"H
(Includes built in Wireless LED Lighting)

Phoebe Tables
From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H

BARS & BAR BACKS

Manhattan Bar
Black/Chrome
63"L x 29"D x 42"H

VIP Glow Bar 6'
Frosted Plexi with Built-in Wireless LED Kit
6'L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

VIP Glow Bar 4'
Frosted Plexi with Built-in Wireless LED Kit
4'L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

Bar
White with 2 shelves in back
Black with 2 shelves in back
48"L x 16"D x 42"H

Shanti Bar Back White
White
43.5"W x 12"D x 77.625"H
13"W x 14.25"H (Inside Shelf)

Shanti Bar Back Espresso
Espresso
43.5"W x 12"D x 77.625"H
13"W x 14.25"H (Inside Shelf)

BAR STOOLS

Park Avenue Bar Stool
Maple/Chrome
16"L x 19"D x 43"H

Criss Cross Bar Stool
White Leather
Espresso Leather
15"W x 19"D x 41"H

Escape Stool
Natural Maple
16"Square x 41"H

BAR STOOLS

Silk Back Bar Stool

Cobalt
Red
Grape
Lime
Tangerine
White
Black
17"W x 18"D x 41.5"H

Euro Bar Stool

Black
21"L x 23"D x 43"H

Hourglass Bar Stool

White
Black
18"L x 20"D x 24" - 25.9"H

Equino Stool

White
Black
16"L x 17"D x 35"H

Regal Stool

Black/Brown
19"W x 24"D x 39"H

Caprice Stool

Black
25"W x 26"D x 44"H

Sonic Stool

Black
22"W x 23"D x 42"H

Marcus Bar Stool

18"W (at footbase) x 30"H

CAFE CHAIRS

Silk Chair
Black
Cobalt
Red
Grape
Lime
Tangerine
White
20.5″W x 18″D x 34″H

Silk Chair Armless
Black
Cobalt
Red
Grape
Lime
Tangerine
White
17″W x 18″D x 34″H

Park Avenue Chair
Maple
16″L x 18″D x 31″H

Leslie Chair
White
17″L x 21″D x 31″H

Comet Chair
Black
23″L x 22″D x 32″H
Available With or Without Arms

Regal Dining Chair
Brown Leather
19″L x 23″D x 38″H

Escape Chair
Natural Maple
17″L x 17″D x 32″H

Sonic Chair
Black
20″L x 21″D x 32″H

Caprice Chair
Black
22″L x 21″D x 32″H

CAFÉ CHAIRS

Criss Cross Chair
White Leather
Espresso Leather
17″L x 21″D x 35″H

Trend Chair
Black
White
Lime
Orange
Natural
19″L x 18″D x 32.25″H

Elio Chair
17″Square x 33″H

BAR TABLES

Euro Bar Table
Black/Black 30″
30″Round x 42″H
Black/Black 36″
36″Round x 42″H

Silk Bar Table
Black/Chrome 30″
30″Round x 42″H
Black/Chrome 36″
36″Round x 42″H

Park Ave Bar Table
Maple/Chrome 30″
30″Round x 42″H
Maple/Chrome 36″
36″Round x 42″H

Chardonnay Bar Table
Clear Glass/Chrome
28″Round x 42″H

Blanco Bar Table
White/Chrome 30″
30″Round x 42″H
White/Chrome 36″
36″Round x 42″H

Blanco Square Bar Table
White/Chrome
24″Square x 42″H

CAFÉ TABLES

Euro Café Table
Black/Black 30"
30"Round x 29"H
Black/Black 36"
36"Round x 29"H

Silk Café Table
Black/Chrome 30"
30"Round x 29"H
Black/Chrome 36"
36"Round x 29"H

Park Ave Café Table
Maple/Chrome 30"
30"Round x 29"H
Maple/Chrome 36"
36"Round x 29"H

Blanco Café Table
White/Chrome 30"
30"Round x 29"H
White/Chrome 36"
36"Round x 29"H

Blanco Square Café Table
White/Chrome
24"Square x 29"H

OFFICE SEATING

Tamiri High Back Chair
Black Leather
25″L x 27″D x 45″H

Tamiri Mid Back Chair
Black Leather
25″L x 27″D x 39″H

Tamiri Guest Chair
Black Leather
25″L x 26″D x 37″H

Accord Chair
White
Black
25″L x 25″D x 37″H

Goal Task Chair
Black
24″L x 24″D x 36″H

Goal Task Chair Armless
Black
22″L x 24″D x 36″H

High Back Conference Chair
Black Fabric
25″L x 27″D x 45″H

Mid Back Conference Chair
Black Fabric
25″L x 27″D x 39″H

Guest Chair
Black Fabric
25″L x 22″D x 36″H

OFFICE SEATING

Goal Drafting Stool
Black
25"L x 24"D x 48"H

Goal Drafting Stool Armless
Black
20.5"L x 24"D x 48"H

CONFERENCE TABLES

Conference Table Rectangle
Maple 6'
72"L x 36"H
Maple 8'
96"L x 48"H

Conference Table Racetrack
Black 8'
Mahogany 8'
96"L x 48"H
Black 6'
Mahogany 6'
72"L x 36"H

Conference Table Round
Mahogany
42"Round x 29"H

Chrome & Glass Table Rectangle
Clear Glass/Chrome
60"L x 36"D x 29"H

Chrome & Glass Table Round
Clear Glass/Chrome
42"Round x 29"H

Chrome & Glass Table Square
Clear Glass/Chrome
32"L x 32"D x 29"H

CONFERENCE TABLES

Chrome & Glass Trestle Table
Clear Glass/Chrome
48″L x 32″D x 29″H

OFFICE FURNITURE

Computer Kiosk
Black
White
24″L x 24″D x 42″H

Computer Counter
Graphite
48″L x 24″D x 42″H

Computer Desk
Graphite
48″L x 24″D x 29″H

5 Shelf Bookcase
Mahogany
Black
36″L x 12″D x 72″H

Black Credenza
Black
60″L x 20″D x 29″H

Black Double Pedestal
Black
60″L x 30″D x 29″H

Credenza Maple
Maple
72"L x 20"D x 29"H

Desk Maple
Double Pedestal
60"L x 30"D x 29"H

Lateral File Maple
2 Drawer with Lock
36"L x 20"D x 29"H

Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
20"W x 66"L

Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
20"W x 66"L

Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
36"W x 72"L

Presidential Kneespace Credenza
Mahogany
24"W x 66"L x 29"H

Presidential Executive Desk
Mahogany
36"W x 72"L x 29"H

Presidential File Cabinet
Mahogany
24"W x 36"L x 29"H

OFFICE FURNITURE

Hayden Table
Black Wood
78″L x 36″D x 30″H

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42″L x 42″D x 30″H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60″L x 36″D x 30″H

METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
29″H x 25″D x 15″W
Black Legal
29″H x 25″D x 18″W

4-Drawer File
Black Letter
52″H x 25″D x 15″W
Black Legal
52″H x 25″D x 18″W

2-Drawer Lateral File
Black (Pictured)
27″H x 18″D x 36″W
Black (Not Pictured)
29″H x 20″D x 36″W

4-Drawer Lateral File
Black
54″H x 18″D x 36″W

Storage Cabinet
Black
36″W x 18″D x 72″H

PEDESTALS

Display Pedestals 42"

Black 14"W x 14"D x 42"H	■
Black 24"W x 24"D x 42"H	■
Black 18"W x 18"D x 42"H	■
White 14"W x 14"D x 42"H	□

Display Pedestals 36"

Black 14"W x 14"D x 36"H	■
Black 24"W x 24"D x 36"H	■
White 14"W x 14"D x 36"H	□
White 24"W x 24"D x 36"H	□

Display Pedestals 30"

Black 14"W x 14"D x 30"H	■
Black 24"W x 24"D x 30"H	■
Black 18"W x 18"D x 30"H	■
White 14"W x 14"D x 30"H	□

Locking Pedestal

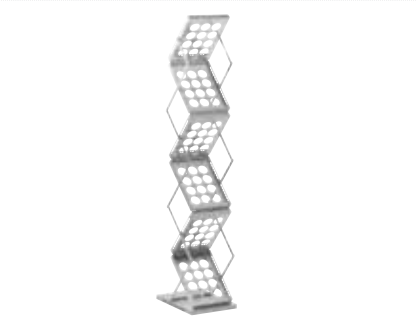
Black	■
White	□

24"W x 24"D x 42"H

MISCELLANEOUS ITEMS

Stanchion
Chrome
36"H

Stanchion Rope
Red Velour
6"W



Literature Stand Small
Aluminum
9"W x 14"D x 54.5"H
**Available in Limited Quantities*

Literature Rack
Black/Metal
10.5"W x 9.5"D x 57"H

Refrigerator Compact
White 4 Cu Ft
19"W x 21"D x 33.5"H

Plexi Display Unit
18"Square x 68"H
(Height Includes Top Piece)

Brushed Steel Lamps
Table Lamp White/Steel
26"H
Floor Lamp White/Steel
66"H

Brushed Nickel Lamps
Table Lamp White/Nickel
29"H
Floor Lamp White/Nickel
60"H

Rubbed Bronze Lamps
Table Lamp White/Bronze
28"H
Floor Lamp White/Bronze
60"H

Brushed Steel Lamps
Table Lamp Red/Steel
26"H
Floor Lamp Red/Steel
66"H

Neutrino Floor Lamp
Steel
67:H

Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	18228-0607	Whisper White Leather Sofa	87” x 37” x 35”	$905.63	$1,358.44	
	18167-0471	Whisper White Leather Loveseat	61” x 37" x 35"	$866.25	$1,299.38	
	18284-0487	Whisper White Leather Chair	35” x 37” x 35”	$708.75	$1,063.13	
	18024-0003	Whisper White Leather Bench Ottoman	60” x 24” x 17”	$393.75	$590.63	
	18184-0034	Whisper White Leather Square Ottoman	40" x 40" x 17"	$393.75	$590.63	
	18184-0038	Whisper White Leather Round Ottoman	46" Round x 17"	$393.75	$590.63	
	18284-0472	Function White Leather Armless Chair	28” Square x 19”	$472.50	$708.75	
	18066-0013	Function Corner White Leather	28" Square x 29"	$511.88	$767.81	
	18303-0001	Continental White Leather Curved Loveseat	82” x 34” x 31”	$937.13	$1,405.69	
	18304-0001	Continental White Leather Reverse Curved Loveseat	72” x 34” x 31”	$905.63	$1,358.44	
	18296-0005	Continental White Leather Reverse Wedge Ottoman	30” x 34” x 19”	$393.75	$590.63	
	18184-0131	Continental White Leather Curved Bench	70” x 26” x 19”	$464.63	$696.94	
	18184-0132	Continental White Leather Half Moon Ottoman	33” x 19” x 19”	$393.75	$590.63	
	18228-0674	Sophistication White Leather Sofa	72” x 31” x 48”	$937.13	$1,405.69	
	18167-0466	Sophistication White Leather Loveseat	48” x 31” x 48”	$622.13	$933.19	
	18284-0563	Sophistication White Leather Chair	24” x 31” x 48”	$464.63	$696.94	
	18066-0017	Sophistication White Leather Corner	31” Square x 48"	$464.63	$696.94	
	18184-0130	Sophistication White Leather Ottoman	31” Square x 19"	$354.38	$531.56	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

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Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
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Company Name: _____ Booth #: _____

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	18228-0602	Metro Black Leather Sofa	85” x 35” x 35”	$779.63	$1,169.44	
	18167-0467	Metro Black Leather Loveseat	60” x 35" x 35"	$740.25	$1,110.38	
	181284-0482	Metro Black Leather Chair	35” x 35” x 35”	$582.75	$874.13	
	18184-0179	Metro Black Leather Square Ottoman	40” Square x 24”	$393.75	$590.63	
	18024-0008	Metro Black Leather Bench Ottoman	60" x 24" x 17"	$393.75	$590.63	
	18228-0753	Sausalito Sofa Black	83" x 32" x 32"	$669.38	$1,004.06	
	18167-0562	Sausalito Loveseat Black	59” x 32” x 32"	$590.63	$885.94	
	18284-0656	Sausalito Chair Black	39" x 32"x 32"	$433.13	$649.69	
	18228-0605	Grammercy Charcoal Leather Sofa	82” x 36” x 36”	$866.25	$1,299.38	
	18167-0469	Grammercy Charcoal Leather Loveseat	72” x 34” x 31”	$748.13	$1,122.19	
	18284-0485	Grammercy Charcoal Leather Chair	28” x 36” x 36”	$472.50	$708.75	
	18066-0015	Grammercy Charcoal Leather Corner	36” x 36” x 36”	$551.25	$826.88	
	18184-0028	Grammercy Charcoal Leather Round Ottoman	46” Round x 17"	$393.75	$590.63	
	18184-0033	Grammercy Charcoal Leather Square Ottoman	40” Square x 17"	$393.75	$590.63	
	18228-0789	Parma Brown Leather Sofa	79” x 37” x 36”	$779.63	$1,169.44	
	18167-0577	Parma Brown Leather Loveseat	56” x 37” x 36”	$740.25	$1,110.38	
	18284-0710	Parma Brown Leather Chair	33”x 37" x 38"	$582.75	$874.13	
	18024-0061	Parama Brown Leather Bench Ottoman	60”x 24"x 17"	$393.75	$590.63	
	18228-0071	Bella Chocolate Brown Fabric Sofa	84" x 38" x 34"	$669.38	$1,004.06	
	18167-0058	Bella Chocolate Brown Fabric Loveseat	61"x 38" x 34"	$590.63	$885.94	
	18284-0125	Bella Chocolate Brown Fabric Chair	38" x 38"x 34"	$433.13	$649.69	

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Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
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Company Name: _____ Booth #: _____

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	18228-0795	Chandler Red Leather Sofa	76" x 37" x 35"	$779.63	$1,169.44	
	18167-0581	Chandler Red Leather Loveeeat	53"x 37"x 35"	$740.25	$1,110.38	
	18284-0717	Chandler Red Leather Chair	31"x 37"x 35"	$582.75	$874.13	
	18024-0062	Chandler Red Leather Bench Ottoman	60"x 24"x 17"	$393.75	$590.63	
	18228-0604	Imperial Purple Microfiber Sofa	82"x 36"x 36"	$669.38	$1,004.06	
	18284-0484	Imperial Purple Microfiber Chair	28"x 36"x 36"	$393.75	$590.63	
	18184-0134	Imperial Purple Microfiber Bench Ottoman	48"x 21"x 18"	$307.13	$460.69	
	18228-0084	Tangerine Microfiber Sofa	84"x 36"x 33"	$669.38	$1,004.06	
	18284-0150	Tangerine Microfiber Chair	40"x 36"x 33"	$472.50	$708.75	
	18184-0032	Tangerine Microfiber Bench Ottoman	62"x 24"x 18"	$307.13	$460.69	
	13229-0007	Evoke Coffee Resin Sofa	81"x 35"x 27"	$1,181.25	$1,771.88	
	13041-0015	Evoke Coffee Resin Chair	33"x 35"x 27"	$622.13	$933.19	
	13054-0011	Evoke Coffee Resin Cocktail Table	48"x 24"x 18"	$393.75	$590.63	
	13110-0009	Evoke Coffee Resin End Table	24"x 28"x 25"	$354.38	$531.56	
	13110-0008	Evoke Coffee Resin Cube	18" Square	$236.25	$354.38	
	18284-0478	Midnight Blue Microfiber Stage Chair	25"x 26"x 37"	$275.63	$413.44	
	18284-0477	Chamois Microfiber Stage Chair	25"x 26"x 37"	$275.63	$413.44	
	18284-0476	Buckskin Microfiber Stage Chair	25"x 26"x 37"	$275.63	$413.44	
	18284-0621 18284-0564	Empire Chair White / Black Leather	28"x 32"x 32"	$511.88	$767.81	
	18284-0658 18284-0659	Madrid Chair White/ Black Leather	30.5"x 35"x 32"	$708.75	$1,063.13	
	05035-0028	Tulip Black Fabric Chair	27"x 26"x 35"	$307.13	$460.69	

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Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
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Company Name: _____ Booth #: _____

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	18184-0131	Curved Bench Contiental White Leather	70"x 26"x 19"	$464.63	$696.94	
	18184-0034 18184-0033 18184-0179	Square Ottoman Whisper White Leather/ Grammercy Charcoal Leather/ Metro Black Leather	40"x 17"	$393.75	$590.63	
	18024-0002 18024-0003 18024-0008	Bench Ottoman- Grammercy Charcoal Leather/ Whisper White Leather/ Metro Black Leather	60"x 24"x 17"	$393.75	$590.63	
	18024-0062 18024-0061	Bench Ottoman- Chandler Red Leather/ Parma Brown Leather	60"x 24"x 17"	$393.75	$590.63	
	05088-0366	Hayden Bench Black Wood	67"x 16"x 17"	$196.88	$295.31	
	18184-0192	Essentials Storage Ottoman- White Leather	48"x 24"x 20"	$551.25	$826.88	
	18011-0011	Esstentials Banquette- White Leather (2 pc)	60" Round x 48'	$1,181.25	$1,771.88	
	18011-0001	Whisper White Leather Bench (2 pc)	59" Round x 38"	$1,181.25	$1,771.88	
	18011-0002	Grammercy Charcoal Leather Banquette (2 pc)	59" Round x 38"	$1,181.25	$1,771.88	
	18184-0036	Grammercy Charcoal Leather Round Ottoman	46" Round x 17	$393.75	$590.63	
	02082-0033	Essentials White Leather Turning Bed	96"x 48"x 34"	$1,409.63	$2,114.44	
	18184-0213-CN 18184-0213-CH 18184-0213-CB	Cube Ottoman- Cinnamon/ Chocolate/ Cobalt	17"x 17"x 17"	$149.63	$224.44	
	18184-0213-G 18184-0213-L 18184-0213-R	Cube Ottoman- Grape/ Lime/ Red	17"x 17"x 17"	$149.63	$224.44	
	18184-0213-T 18184-0213-S 18184-0213-WV	Cube Ottoman- Tangerine/ Sunflower/ White Vinyl	17"x 17"x 17"	$149.63	$224.44	
	18184-0213-BM 18184-0213-BV 18184-0213-PM	Cube Ottoman- Black/ Black Vinyl/ Platinum Metallic	17"x 17"x 17"	$149.63	$224.44	
	12055-0381	Sterling Clear Glass / Silver Cocktail Table	36" Round x 16"	$299.25	$448.88	

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115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	12107-0441	Sterling Clear Glass / Silver End Table	25" Round x 21"	$283.50	$425.25	
	12107-0447	Hampton Natural / Silver End Table	24" Round x 21"	$259.88	$389.81	
	12055-0379	Hampton Natural / Silver Cocktail Table	48"x 24"x 17"	$267.75	$401.63	
	12055-0376	Princeton Clear Glass / Black Cocktail Table	45"x 21"x 16"	$267.75	$401.63	
	12107-0437	Princteon Clear Glass / Black End Table	21"x 22"x 21"	$259.88	$389.81	
	12107-0008	Tribeca Wood/Black End Table	25"x 29"x 24"	$267.75	$401.63	
	12055-0008	Tribeca Wood/Black Cocktail Table	50"x 30"x 19"	$283.50	$425.25	
	12230-0005	Tribeca Wood/Black Sofa Table	48"x 18"x 30"	$299.25	$448.88	
	12107-0282	Vivid Smoked Powder Coat Finish End Table	26"x 26"x 21"	$267.75	$401.63	
	12055-0273	Vivid Smoked Powder Coat Finish Cocktail Table	50"x 24"x 16"	$283.50	$425.25	
	12230-0081	Vivid Smoked Powder Coat Finish Sofa Table	50"x 24"x 30"	$299.25	$448.88	
	99-12304-01	Quad White/Brushed Steel End Table	24"x 20"x 22"	$267.75	$401.63	
	99-12305-01	Quad White/Brushed Steel Cocktail Table	44"x 20"x 18"	$283.50	$425.25	
	99-12050-01	Quad White/Brushed Steel Sofa Table	44"x 20"x 30"	$299.25	$448.88	
	99-12034-01	Tetrad Storm Grey/ Brushed Steel End Table	24"x 20"x 22"	$267.75	$401.63	
	99-12050-02	Tetrad Storm Grey/ Brushed Steel Cocktail Table	44"x 20"x 18"	$283.50	$425.25	
	99-12305-02	Tetrad Storm Grey/ Brushed Steel Sofa Table	44"x 20"x 30"	$299.25	$448.88	
	18024-0011	Novel Satin Steel End Table	15"x 15"x 16"	$354.38	$531.56	
	18024-0010	Novel Satin Steel Cocktail Table	46"x 15"x 16"	$393.75	$590.63	

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Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	12107-0281	Harmony Wood/Espresso End Table	24" Round x 22"	$267.75	$401.63	
	12230-0080	Harmony Wood/Espresso Cocktail Table	51"x 28"x 18"	$283.50	$425.25	
	12055-0272	Harmony Wood/Espresso Sofa Table	52"x 18"x 30"	$299.25	$448.88	
	12078-0012	Cube White 30" Cocktail Table	30"x 30"x 16"	$393.75	$590.63	
	12078-0011	Cube Black 30" Cocktail Table	30"x 30"x 16"	$362.25	$543.38	
	12078-0010	Cube White 24" Cocktail Table	24"x 24"x 16"	$299.25	$448.88	
	12078-0009	Cube Black 24" Cocktail Table	24"x 24"x 16"	$283.50	$425.25	
	12078-0014	Cube White 24" End Table	24"x 24"x 21"	$378.00	$567.00	
	12078-0013	Cube Black 24" End Table	24"x 24"x 21"	$346.50	$519.75	
	12003-0039	Zanzibar Table	16" Square	$307.13	$460.69	
	12003-0038	Rose Table	16" Round x 16"	$307.13	$460.69	
	12055-0318	Club Cocktail Table w/ built in LED Lighting	44"x 22"x 16"	$393.75	$590.63	
	12107-0331	Club End Table w/built in LED Lighting	22"x 22"x 18"	$346.50	$519.75	
	12003-0051 12003-0052 12003-0056	Phoebe Table- Gold/ Lime Green/ Yellow	17" Round x 22"	$181.13	$271.69	
	12003-0053 12003-0074	Phoebe Table- Rose/ Teal	17" Rouind x 22"	$181.13	$271.69	
	05012-0001	Manhattan Black & Chrome Bar	63"x 29"x 42"	$1,023.75	$1,535.63	
	05012-0026	VIP Frosted Plexi Glow Bar 6'	72"x 24"x 42"	$1,023.75	$1,535.63	
	05012-0024	VIP Frosted Plexi Glow Bar 4'	48"x 24"x 42"	$866.25	$1,299.38	
	05001-0007	Shanti Bar Back - White	43.5"x 12"x 77.625"	$551.25	$826.88	
	05001-0006	Shanti Bar Back - Espresso	43.5"x 12"x 77.625"	$551.25	$826.88	

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	05237-0223	Park Avenue / Maple Chrome Bar Stool	16"x 19"x 43"	$236.25	$354.38	
	05237-0039	Criss Cross White Leather Bar Stool	15"x 19"x 41"	$252.00	$378.00	
	05237-0038	Criss Cross Espresso Leather Bar Stool	15"x 19"x 41"	$252.00	$378.00	
	05237-0036	Escape Natural Maple Stool	16"x 16"x 41"	$212.63	$318.94	
	05237-0219-CB 05237-0219-R 05237-0219-G	Silk Back Bar Stool- Cobalt/ Red/ Grape	17"x 18"x 41.5"	$236.25	$354.38	
	05237-0219-L 05237-0219-T 05237-0219-W 05237-0219-B	Silk Back Bar Stool- Lime/ Tangerine/ White/ Black	17"x 18"x 41.5"	$236.25	$354.38	
	05237-0221	Euro Bar Stool - Black	22"x 24"x 41.75"	$236.25	$354.38	
	05237-0231	Hourglass Bar Stool - White	18"x 20"x 25.9"	$259.88	$389.81	
	05237-0230	Hourglass Bar Stool - Black	18"x 20"x 25.9"	$259.88	$389.81	
	05237-0160	Equino Black Stool	15"x 13"x 35"	$259.88	$389.81	
	05237-0041	Equino White Stool	15"x 13"x 35"	$259.88	$389.81	
	05237-0156	Regal Black / Brown Stool	19"x 24"x 39"	$259.88	$389.81	
	05237-0168	Caprice Black Stool	25"x 24"x 32"	$259.88	$389.81	
	05237-0042	Sonic Black Bar Stool	22"x 22"x 42"	$212.63	$318.94	
	05237-0215	Marcus Bar Stool	17.5"x 29.5"	$196.88	$295.31	
	05035-0025-B 05035-0025-CB 05035-0025-R	Silk Back Arm Chair- Black/ Cobalt/ Red	20.5"x 18"x 34"	$157.50	$236.25	
	05035-0025-G 05035-0025-L 05035-0025-T 05035-0025-W	Silk Back Arm Chair- Grape/ Lime/ Tangerine/ White	20.5"x 18"x 34"	$157.50	$236.25	
	05035-0024-B 05035-0024-CB 05035-0024-R	Silk Back Armless Chair- Black/ Cobalt/ Red	17"x 18"x 34"	$149.63	$224.44	

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	05035-0024-G 05035-0024-L 05035-0024-T 05035-0024-W	Silk Back Armless Chair- Grape/ Lime/ Tangerine/ White	17"x 18"x 34"	$149.63	$224.44	
	05035-0008	Leslie White Chair	20"x 20"x 39"	$133.88	$200.81	
	14233-0008	Comet Black Stack Chair	23"x 22"x 32"	$196.88	$295.31	
	14233-0005	Comet Black Stack Arm Chair	23"x 22"x 32"	$204.75	$307.13	
	05221-0039	Regal Brown Leather Dining Chair	19"x 23"x 38"	$212.63	$318.94	
	05035-0009	Escape Natural Maple Chair	17"x 17"x 32"	$149.63	$224.44	
	14233-0016	Sonic Black Chair	20"x 21"x 32"	$149.63	$224.44	
	14233-0025	Caprice Black Chair	22"x 21"x 32"	$149.63	$224.44	
	05035-0011	Criss Cross White Café Chair	17"x 21"x 32"	$173.25	$259.88	
	05035-0010	Criss Cross Espresso Café Chair	17"x 21"x 32"	$173.25	$259.88	
	14233-0034 14233-0038 14233-0035	Trend Chair- Black/ White/ Lime	19"x 18"x 32.25"	$196.88	$295.31	
	14233-00037 14233-0036	Trend Chair- Orange/ Natural	19"x 18"x 32.25"	$196.88	$295.31	
	99-05245-10	Blanco White / Chrome Bar Table 30" Round	30" Round x 42"	$267.75	$401.63	
	99-05245-11	Bianco White / Chrome Bar Table 36" Round	36" Round x 42"	$275.63	$413.44	
	99-05245-01	Euro Black / Bar Table 30" Round	30" Round x 42"	$267.75	$401.63	
	99-05245-02	Euro Black / Bar Table 36" Round	36" Round x 42"	$275.63	$413.44	
	99-05036-07	Park Ave Maple / Chrome Table 30" Round	30" Round x 42"	$267.75	$401.63	
	99-05036-08	Park Ave Maple / Chrome Table 36" Round	36" Round x 42"	$275.63	$413.44	
	99-05245-04	Silk Back / Chrome Bar Table 30" Round	30" Round x 42"	$267.75	$401.63	

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	99-05245-05	Silk Back / Chrome Bar Table 36" Round	36" Round x 42"	$275.63	$413.44	
	05245-0023	Chardonnay Clear Glass / Chrome Bar Table	28" Round x 42"	$393.75	$590.63	
	99-05036-13	Blanco White Square Bar Table / Chrome Base	24" SQ x 42"	$267.75	$401.63	
	99-05036-01	Euro Black / Black Café Table 30" Round	30" Round x 29"	$267.75	$401.63	
	99-05036-02	Euro Black / Black Café Table 36" Round	36" Round x 29"	$275.63	$413.44	
	99-05036-04	Silk Black / Chrome Café Table 30" Round	30" Round x 29"	$267.75	$401.63	
	99-05036-05	Silk Black / Chrome Café Table 36" Round	36" Round x 29"	$275.63	$413.44	
	99-05036-07	Park Ave Maple / Chrome Table 30" Round	30" Round x 29"	$267.75	$401.63	
	99-05036-08	Park Ave Maple / Chrome Table 36" Round	36" Round x 29"	$275.63	$413.44	
	99-05036-10	Blanco White / Chrome Café Table 30" Round	30" Round x 30"	$267.75	$401.63	
	99-05036-11	Bianco White / Chrome Café Table 36" Round	36" Round x 30"	$275.63	$413.44	
	99-05036-12	White Square Café / Chrome Base	24" SQ x 2	$236.25	$354.38	
	14136-0002	Tamiri Black Leather High Back Chair	25"x 27"x 45"	$354.38	$531.56	
	14176-0007	Tamiri Black Leather Mid Back Chair	25"x 26"x 39"	$299.25	$448.88	
	14128-0002	Tamiri Black Leather Guest Chair	25"x 26"x 37"	$275.63	$413.44	
	14136-0010	Accord White Chair	25"x 25"x 37"	$433.13	$649.69	
	14136-0081	Accord Black Chair	25"x 25"x 37"	$433.13	$649.69	
	14250-0048	Goal Task Chair with Arms	24"x 24.5"x 26"	$220.50	$330.75	
	14136-0095	High Back Black Fabric Conference Chair	25"x 27"x 45"	$307.13	$460.69	
	14176-0059	Mid Back Black Fabric Conference Chair	25"x 27"x 39"	$275.63	$413.44	
	14126-0190	Guest Black Fabric Conference Chair	25"x 22"x 36"	$252.00	$378.00	

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Qty.	Item #	Description	L x D x H	Discount Price	Standard Price	Total Price
	14250-0043	Goal Black Without Arms Task Chair	22"x 24"x 36"	$204.75	$307.13	
	14307-0003	Goal Black Drafting Stool with arms	25"x 24"x 48"	$220.50	$330.75	
	14250-0013	Goal Black Drafting Stool armless	20.5"x 24"x 48"	$220.50	$330.75	
	14062-0256	Conference Maple Rectangle Table 6'	73"x 36"x 30"	$653.63	$980.44	
	14062-0257	Conference Maple Rectangle Table 8'	96"x 42"x 30"	$708.75	$1,063.13	
	14062-0252	Conference Table Racetrack 8' - Black	96"x 48"x 30"	$708.75	$1,063.13	
	14062-0260	Conference Table 8' Racetrack - Mahogany	96"x 48"x 30"	$708.75	$1,063.13	
	14062-0254	Conference Table 6' Racetrack - Mahogany	72"x 36"x 30"	$653.63	$980.44	
	14062-0259	Conference Table Race Track 6' - Black	72"x 36"x 30"	$653.63	$980.44	
	14062-0250	Conference Mahogany Round Table	42" Round x 29"	$622.13	$933.19	
	05244-0022	Conference Table Rectangle Glass / Chrome	60"x 36"x 29"	$622.13	$933.19	
	05244-0023	Conference Trestle Table Glass / Chrome	48"x 32"x 29"	$598.50	$897.75	
	05244-0024	Conference Table Square Glass / Chrome	32"x 32"x 29"	$433.13	$649.69	
	05244-0025	Conference Table Round Glass / Chrome	42" Round x 29"	$464.63	$696.94	
	14309-0001	Locking Pedestal Black	24"x 24"x 42"	$574.88	$862.31	
	14179-0005	Locking Pedestal White	24"x 24"x 42"	$574.88	$862.31	
	14061-0002	Computer Counter Graphite	48"x 24"x 42"	$275.63	$413.44	
	14076-0014	Computer Desk Graphite	48"x 24"x 29"	$259.88	$389.81	
	14029-0096	Mahogany Traditional Bookcase - 5	36"x 12"x 72"	$551.25	$826.88	
	14029-0098	5 Shelf Book Case Black	36"x 12"x 72"	$551.25	$826.88	
	14072-0116	Contemporary Credenza Black	60"x 20"x 29"	$590.63	$885.94	

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	14083-0288	Contemporary Double Pedestal Desk Black	60"x 30"x 29"	$590.63	$885.94	
	14072-0122	Credenza Maple	72"x 20"x 29"	$748.13	$1,122.19	
	14083-0306	Desk Maple - Double Pedestal	60"x 30"x 29"	$708.75	$1,063.13	
	14143-0140	Lateral File Maple - 2 Drawer with Lock	36"x 20"x 29"	$496.13	$744.19	
	14072-0038	Genoa Storage Credenza- Mahogany - 2 Drawer	66"x 20"x 29"	$511.88	$767.81	
	14072-0039	Genoa Knee Space Credenza - Mahogany - 2 Filing Cabinets - 2 Drawers	66"x 20"x 29"	$472.50	$708.75	
	14083-0117	Genoa Executive Desk - Mahogany - Double Pedestal - Locking Drawers	72"x 36"x 29"	$551.25	$826.88	
	14072-0042	Presidential Knee Space Credenza - Mahogany	66"x 24"x 29"	$622.13	$933.19	
	14083-0125	Presidential Executive Desk - Mahogany	72"x 36"x 29"	$779.63	$1,169.44	
	14143-0060	Presidential Lateral File - Mahogany	36"x 24"x 29"	$488.25	$732.38	
	05088-0366	Hayden Table - Black Wood	78"x 36"x 30"	$630.00	$945.00	
	05088-0365	Vivid Café - Square Table - Clear Glass / Smoked Powder Coat Finish	42"x 42"x 30"	$472.50	$708.75	
	05088-0364	Vivd Café - Rectangle Table - Clear Glass / Smoked Powder Coat Finish	60"x 36"x 30"	$551.25	$826.88	
	14148-0001	2-Drawer Vertical File - Letter Size - Locking - Black	29"x 25"x 15"	$189.00	$283.50	
	14147-0001	2-Drawer Vertical File - Legal Size - Locking - Black	29"x 25"x 18"	$236.25	$354.38	
	14148-0002	4-Drawer Vertical File - Letter Size - Locking - Black	52"x 25"x 15"	$244.13	$366.19	

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	14147-0002	4-Drawer Vertical File - Legal Size - Locking - Black	52"x 25"x 18"	$275.63	$413.44	
	14143-0006	2-Drawer Lateral File - Locking - Black	27"x 18"x 6"	$244.13	$366.19	
	14143-0144	2-Drawer Lateral File - Locking - Black	29"x 20"x 36"	$291.38	$437.06	
	14143-0008	4-Drawer Lateral File - Locking - Black	54"x 18"x 36"	$315.00	$472.50	
	14034-0015	Computer Kiosk - Black	36"x 18"x 72"	$315.00	$472.50	
	12091-0023	Display Pedestal 14 x 42 Black	14"x 14"x 42"	$378.00	$567.00	
	12091-0004	Display Pedestal 24 x 42 Black	24"x 24"x 42"	$456.75	$685.13	
	12091-0002	Display Pedestal 18 x 42 Black	18"x 18"x 42"	$417.38	$626.06	
	12091-0030	Display Pedestal 14 x 42 White	14"x 14"x 42"	$378.00	$567.00	
	12091-0024	Display Pedestal 14 x 36 Black	14"x 14"x 36"	$322.88	$484.31	
	12091-0034	Display Pedestal 24 x 36 Black	24"x 24"x 36"	$456.75	$685.13	
	12091-0031	Display Pedestal 14 x 36 White	14"x 14"x 36"	$322.88	$484.31	
	12091-0033	Display Pedestal 24 x 36 White	24"x 24"x 36"	$456.75	$685.13	
	12091-0025	Display Pedestal 14 x 30 Black	14"x 14"x 30"	$291.38	$437.06	
	12091-0003	Display Pedestal 24 x 30 Black	24"x 24"x 30"	$433.13	$649.69	
	12091-0001	Display Pedestal 18 x 30 Black	18"x 18"x 30"	$307.13	$460.69	
	12091-0032	Display Pedestal 14 x 30 White	14"x 14"x 30"	$291.38	$437.06	
	14309-0001	Locking Pedestal Black	24"x 24"x 53"	$574.88	$862.31	
	14179-0005	Locking Pedestal White	24"x 24"x 53"	$574.88	$862.31	
	14189-0077	Stanchion Chrome	36" H	$78.75	$118.13	
	11-517 red rope	Stanchion Rope Red Velour	6" L	$38.90	$59.06	

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	14308-0006	Literature Rack Black / Metal	9"x 14"x 54.5"	$204.75	$307.13	
	14308-0007	Literature Rack	10.5"x 9.5"x 57"	$212.63	$318.94	
	01209-0003	Accessories - Refrigerator Compact White 4CU FT	19"x 21"x 33.5"	$393.75	$590.65	
	99-12091-01	Plexi Display Unit	18" Square x 68"	$472.50	$708.75	
	09417-0001 BSW	Brushed Steel Table Lamp - White	26" H	$133.88	$200.81	
	09392-0001 BSW	Brushed Steel Floor Lamp - White	66" H	$196.88	$295.31	
	09417-0001 BN	Brushed Nickel Table Lamp - White	29" H	$133.88	$200.81	
	09392-0001 BN	Brushed Nickel Table Lamp - White	60" H	$196.88	$295.31	
	09417-0001 RB	Rubbed Bronze Table Lamp - White	28" H	$133.88	$200.81	
	09392-0001 RB	Rubbed Bronze Floor Lamp - White	60" H	$196.88	$295.31	
	09417-0001 BSR	Brushed Steel Table Lamp - Red	29" H	$133.88	$200.81	
	09392-0001 BSR	Brushed Steel Floor Lamp - Red	66" H	$196.88	$295.31	
	50013	Neutrion Floor Lamp - Steel	67" H	$196.88	$295.31	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Red ☐ Burgundy ☐ Tuxedo

Qty.	Item	Discount	Standard	Total
	8' x 8' Booth Carpet	$208.08	$297.26	
	8' x 10' Booth Carpet	$208.08	$297.26	
	10' x 10' Booth Carpet	$208.08	$297.26	
	10' x 20' Booth Carpet	$416.75	$625.12	
	10' x 30' Booth Carpet	$623.66	$935.50	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.
Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	$1.09 sq.ft.	$1.64sq.ft.	
	Visqueen Plastic Covering	$0.58 sq.ft.	$0.86 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:
If a color is not checked a default color will be chosen
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Red ☐ Burgundy ☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$4.63 sq.ft.	$6.95 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	$1.09 sq.ft.	$1.64 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx ☐ Navy ☐ Boysenberry ☐ Charcoal ☐ Sword ☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$6.56 sq ft	$9.84 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Full Vision

Corner Half Vision

STANDARD SHOWCASES

Full Vision - Half Vision - Quarter Vision

- ° Choice of matte white Exterior/white Interior
- ° Matte black Exterior / black or white Interior
- ° Fluorescent lighting
- ° Locking doors and adjustable glass shelves
- ° Available in 4', 5', or 6' lengths, all 20" deep

The Corner Half Vision features 13" glass front & sides and is 38" high

Black Tower

STANDARD 2020 TOWER CASES

Choice of all black or all white Matte finish

- ° 20"w, 80"h, 20"d
- ° (3) Adjustable glass shelves - 18 7/8"w, 18 7/8"d
- ° Aluminum frame
- ° (2) 50 watt halogen bulbs
- ° Small storage area

White Tower

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Quarter Vision

Corner Quarter Vision

CLASSIC SHOWCASES

Half Vision, Quarter Vision, Corner Half Vision, Corner Quarter Vision

- ° Black exterior / black interior
- ° LED 6000k bright white lighting
- ° Locking mirrored doors and adjustable glass shelves
- ° Aluminum frame
- ° Available in 4', 5', or 6' lengths, all 20" deep

The Corner Half Vision features 13" glass fronts is 40" high and 34" square
The Corner Quarter Vision is 40" high

Black Tower

CLASSIC 2020 TOWER CASES

- ° Black exterior / black interior
- ° 20"w, 80"h, 20"d
- ° (3) Adjustable glass shelves - 18 7/8"w, 18 7/8"d
- ° Aluminum frame
- ° (2) 50 watt halogen bulbs
- ° Small storage area

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Full Vision

Corner Quarter Vision

PREMIUM SHOWCASES

Full Vision, Half Vision, Quarter Vision, Corner Quarter Vision

- ° Gloss white formica exterior / white interior
- ° Mirrored doors and decorative gold frames
- ° Halogen lighting (20 wall bulbs)
- ° Adjustable glass shelves
- ° Available in 4', 5', or 6' lengths, all 20" deep

White / Gold

PREMIUM 2020 TOWER CASES

- ° Gloss white formica exterior
- ° 20"w, 80"h, 20"d
- ° (3) Adjustable glass shelves - 18 7/8"w, 18 7/8"d
- ° Decorative gold frame
- ° (2) 50 watt halogen bulbs or (1) 75 watt diamond light bulb
- ° Small storage area

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

MUSEUM CASES

- Black exterior / black interior aluminum frame
- 2020 model - 20"w, 72"h, 20"d
- Front glass - 17 3/4"w x 17 3/4"h
- Display area - 19"w x 17 3/4"h, 19"d
- Locking storage area
- (2) 50 watt halogen bulbs

Black Museum Case

White Museum Case

MUSEUM CASES

- White exterior / white interior with aluminum frame
- 2020 model - 20"w, 72"h, 20"d
- Front glass - 17 3/4"w x 17 3/4"h
- Display area - 19"w x 17 3/4"h, 19"d
- Locking storage area
- (2) 50 watt halogen bulbs

Showcase & Tower Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

SHOWCASE TYPE	COLOR	SIZE/QUANTITY 4'	5'	6'	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Standard Full Vision (Specify Color)					$489.10	$733.66	
Standard Half Vision (Specify Color)					$489.10	$733.66	
Standard Quarter Vision (Specify Color)					$489.10	$733.66	
Standard Corner Vision (Specify Color)		Half Vision			$535.69	$803.54	
Standard 2020 Tower (Specify Color)	Black or White				$550.68	$826.02	
** *Standard cases available in: All White, All Black, Black exterior and White interior. Please specify in the color field.*							
Classic Half Vision	Black				$534.83	$802.23	
Classic Quarter Vision	Black				$534.83	$802.23	
Classic Corner Case - 34" Sq. Only	Black	Half Vision			$573.90	$860.84	
Classic Corner Case - 34" Sq. Only	Black	Quarter Vision			$573.90	$860.84	
Classic 2020 Tower	Black	20" x 20" x 80"			$547.11	$820.67	
Premium Full Vision	Gloss White				$592.42	$888.63	
Premium Half Vision	Gloss White				$592.42	$888.63	
Premium Quarter Vision	Gloss White				$592.42	$888.63	
Premium Corner Case - 36" Sq. Only	Gloss White	Quarter Vision			$639.29	$958.94	
Premium 2020 Tower	Gloss White	20 ' x 20" x 80"			$573.57	$860.36	
2020 Museum (Specify Color)	Black or White	20" x 20" x 72"			$578.81	$868.22	

Please complete the Showcase & Tower Placement Diagram (page 55)
and submit with your completed order

Additional solid or see-through wall cases are available.
Please call our Exhibitor Services department with any special requests.
201-994-1301

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Showcase & Tower Placement Diagram

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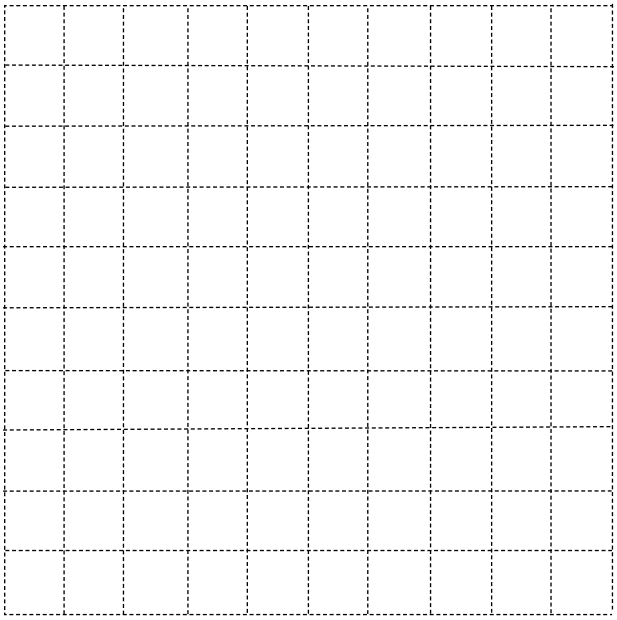
PLEASE INDICATE BELOW THE MANNER IN WHICH YOU WANT YOUR SHOW CASE(S) PLACED IN YOUR BOOTH(S). PLEASE RETURN THIS FORM TO US WITH WITH YOUR ORDER. THANK YOU!

BACK OF BOOTH

LEFT



RIGHT

FRONT OF BOOTH

Rental Exhibit 1A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 2,048.28	STANDARD $3,072.44

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 2,921.46	STANDARD $ 4,601.31

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels*
- (1) Graphic Header*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 5,071.48	STANDARD $ 7,987.58

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 2,753.72	STANDARD $ 4,130.58

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 3,344.66	STANDARD $ 5,017.01

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (2) Back Wall Graphic Panels*
- (1) Graphic Header*
- (1) 1M x 8' Curved Graphic Panel*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 5,136.83	STANDARD $ 7,705.26

Package Includes:

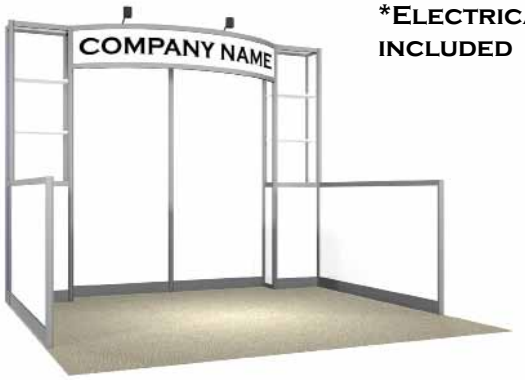
- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Lightbox*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3A 10' x 10'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver



*Electrical NOT included

DISCOUNT $ 3,795.69	STANDARD $ 5,693.54

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 4,571.85	STANDARD $ 6,857.80

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (2) Back Wall Graphic Panels*
- (2) Back Wall Graphics (Bottom Panel)*
- (1) Graphic Header*
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 6,540.42	STANDARD $ 9,810.63

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 1B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 3,944.69	STANDARD $ 5,917.04

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet
- (1) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 7,089.65	STANDARD $10,635.16

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet w/ Graphic*
- (6) Back Wall Graphic Panels*
- (3) Graphic Headers*
- (1) 42" TV on Wall Mount & DVD Player*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 9,363.59	STANDARD $14,045.39

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- 1M x ½ M x 42" Cabinet w/ Graphic*
- Full Graphics or Color Panels *
- (2) 42" TVs on Wall Mounts & DVD Players*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 4,543.49	STANDARD $ 6,815.22

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter
- (1) 4M Header with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $5,857.67	STANDARD $ 8,786.49

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic*
- (2) 1M x 8' Curved Graphic Panels*
- (4) Back Wall Graphic Panels*
- (1) 4M Header with Company Name*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $ 8,308.00	STANDARD $12,462.01

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic*
- (2) Lightboxes*
- Full Graphics*
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3B 10' x 20'

Deadline for graphics is (3) weeks before the show open. Any graphics turned in late will incur a 50% rush fee

Silver

*Electrical NOT included

DISCOUNT $ 5,084.00	STANDARD $ 7,626.00

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (2) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical NOT included

DISCOUNT $ 7,253.72	STANDARD $10,880.58

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (6) Back Wall Graphic Panels*
- (3) Graphic Headers *
- (2) Counter Tops & Counter Graphics*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Platinum

*Electrical NOT included

DISCOUNT $9,527.66	STANDARD $14,291.49

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- Full Graphics or Color Panels*
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Booth Package Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Booth Package Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (3) weeks before the show open. Any logo turned in later will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	$2,048.28	$3,072.44	
	Gold	$2,921.46	$4,601.31	
	Platinum	$5,071.48	$7,987.58	
2A Booth Package 10 x 10	Silver	$2,753.72	$4,130.58	
	Gold	$3,344.66	$5,017.01	
	Platinum	$5,136.83	$7,705.26	
3A Booth Package 10 x 10	Silver	$3,795.69	$5,693.54	
	Gold	$4,571.85	$6,857.80	
	Platinum	$6,540.42	$9,810.63	
1B Booth Package 10 x 20	Silver	$3,944.69	$5,917.04	
	Gold	$7,089.65	$10,635.16	
	Platinum	$9,363.59	$14,045.39	
2B Booth Package 10 x 20	Silver	$4,543.49	$6,815.22	
	Gold	$5,857.67	$8,786.49	
	Platinum	$8,308.00	$12,462.01	
3B Booth Package 10 x 20	Silver	$5,084.00	$7,626.00	
	Gold	$7,253.72	$10,880.58	
	Platinum	$9,527.66	$14,291.49	

*Deadline for graphics is (3) weeks before the show open.
Any graphics turned in late will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Rental Exhibit & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Shelves

Angled Shelf

Straight Shelf

Track Lights

** Electrical is NOT Included in Booth Packages*

50watt Halogen Light

Garment & Display Racks

Display Rack 6" Bracket

Garment Rack 12" Bracket

Gondolas & Counters

Single Sided Gondola

Double Sided Gondola

1m Cabinet

2m Cabinet

Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	$56.21	$84.30	
	Angled Shelf (White)	$56.21	$84.30	
	Straight Shelf (Wood)	$56.21	$84.30	
	Angled Shelf (Wood)	$56.21	$84.30	
	Track with (3) Lights *	$283.90	$425.84	
	Additional 50watt Halogen Light *	$61.90	$92.84	
	Single Sided Gondola (2 Shelves)	$333.86	$500.79	
	Double Sided Gondola (4 Shelves)	$433.28	$649.93	
	1m Garment Rack 12" Bracket	$44.10	$66.15	
	2m Garment Rack 12" Bracket	$88.20	$132.30	
	3m Garment Rack 12" Bracket	$132.30	$198.45	
	1m Display Rack 6" Bracket	$44.10	$66.15	
	2m Display Rack 6" Bracket	$88.20	$132.30	
	3m Display Rack 6" Bracket	$132.30	$198.45	
	1m x 1/2m x 42" Cabinet	$369.06	$553.60	
	2m x 1/2m x 42" Cabinet	$459.06	$688.59	
	1m x 42" Radius Counter	$560.97	$841.46	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

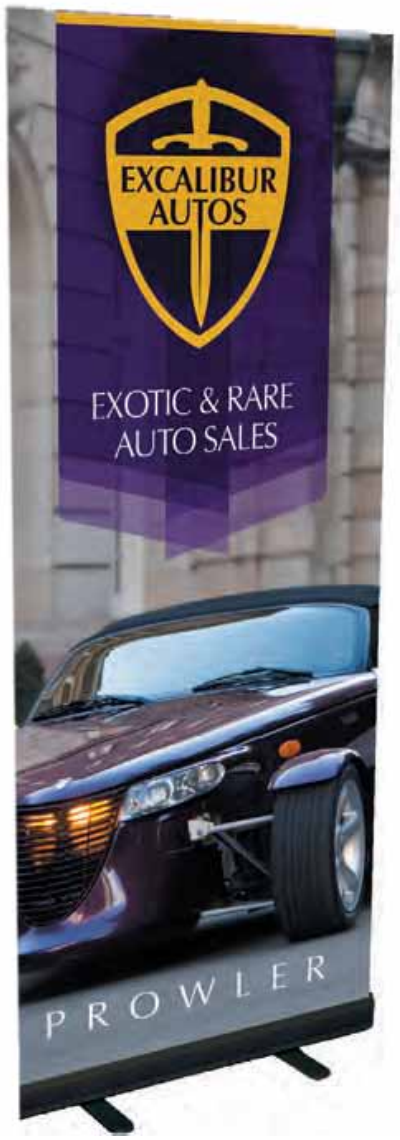
Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Retractable Banner Stands

ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less then a minute. The graphic comes pre-installed so the display is immediately ready to go.



Value

ValueStand

- Built to fit any Budget
- Made from the highest quality components

Replaceable Graphic

Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.

Options

Available in Single Sided/ValueStand or Double Sided/BrandStand 2

** Base Unit Availabe in Silver or Black

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

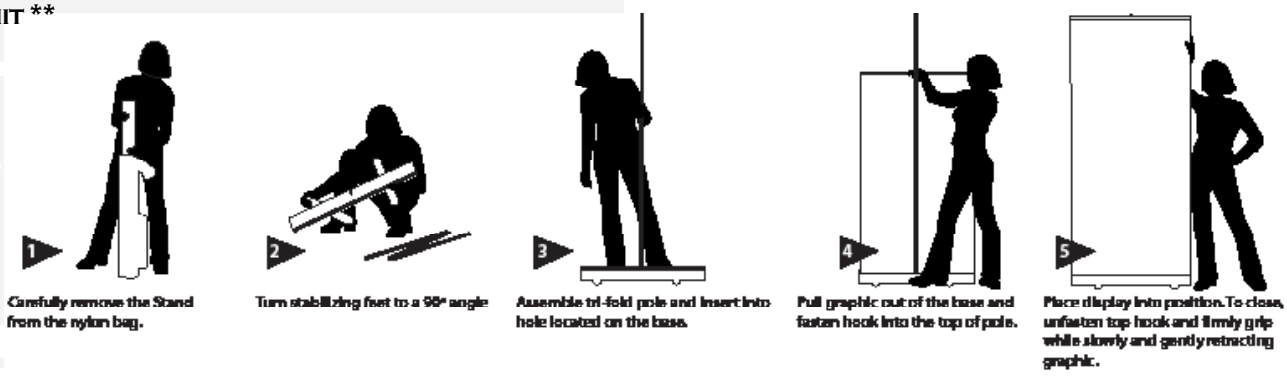
There will be a 35% rush charge for any banner stand order that is needed in less than 5 days

Includes:

Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

Art Area

Main Graphic 33.5"w x 79"h


1
Carefully remove the Stand from the nylon bag.
2
Turn stabilizing feet to a 90° angle
3
Assemble tri-fold pole and insert into hole located on the base.
4
Pull graphic out of the base and fasten hook into the top of pole.
5
Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Banner Stand Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Silver Base and Graphic*	$314.21	$408.45	

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 35% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below. If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and proccessed.

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

Pop-up Podium

Includes Frame, Soft Case & Graphic

Includes:

Frame

Light Package
Two 150 Watt Lights

Hard Case with Table
27.5"w x 16"d x 38"h o.d.

Options

Printed Case
Wrap

Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION EXHIBIT SALES TEAM MEMBER FOR MORE INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

Quick Fab Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$2,310.53	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$3,308.03	
	Quick Fab Flat	$2,402.95	
	Graphic for Hard Case	$301.46	
	Podium with Graphic	$462.84	

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

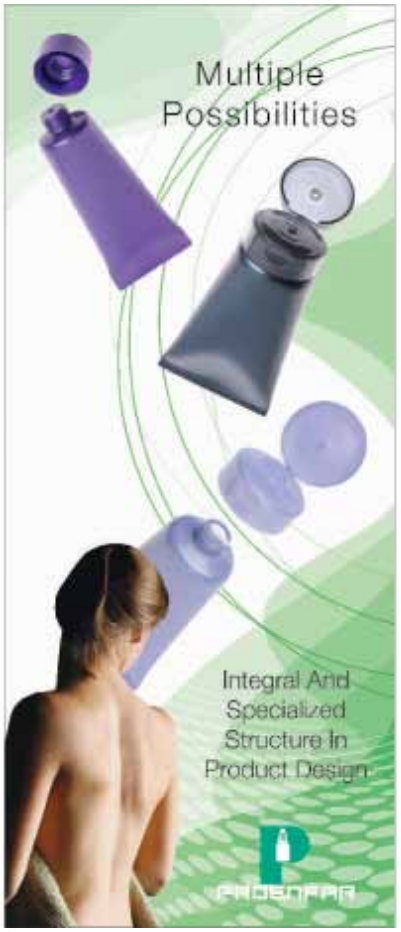
Cancellation Policy: All orders are non-refundable once ordered and proccessed.

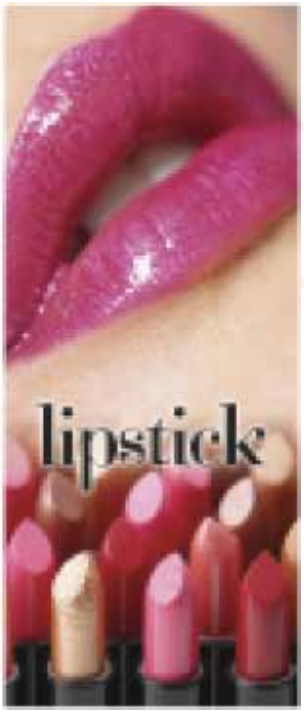
METROPOLITAN exposition

SET YOUR BOOTH APART FROM THE REST WITH VIVID, FULL - COLOR GRAPHICS.

CAPTURE THE ATTENDEE'S ATTENTION, CONVEY YOUR MESSAGE AND INCREASE BRAND RECOGNITION.

SEND US YOUR PRINT READY ARTWORK AND WE WILL HANDLE EVERYTHING, FROM INSTALLATION TO DISMANTLE.

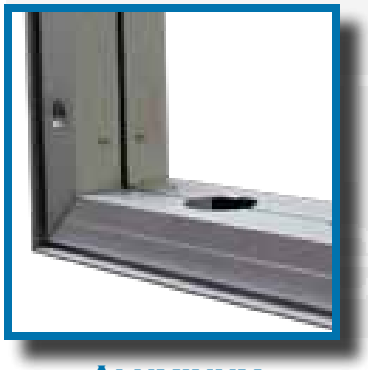




Please contact A Metropolitan Exposition
Exhibit Sales Team Member for more
information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

EZ Fabric Wall Display System

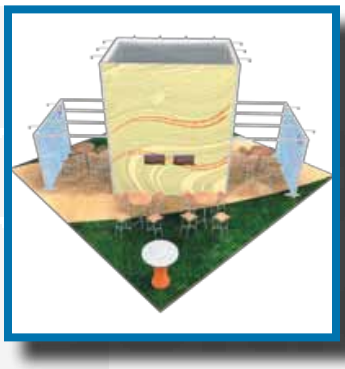
The Metropolitan Exposition Exhibit and Design Team is proud to introduce our first modular wall system designed for fabric graphics. The EZ Fabric Wall System combines the versatility of modular walls with the benefits of lightweight fabric graphics.



Aluminum Construction

Color Fabric

Easy Set Up



Multiple Designs

Tools Included

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Custom Hardwall Booths

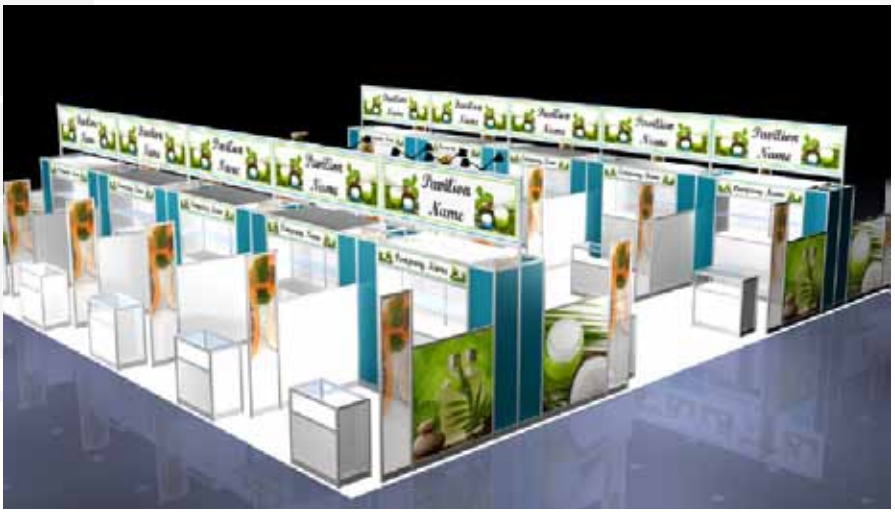
Is your company considering bringing or using your Own Custom Booth? STOP and Think Again! We highly encourage you to consider using our Rental Custom Hardwall Booth. Why? It's Hassle Free, NO Shipping Charges , NO Drayage Charges and most importantly, you don't need to send your staff early to setup your booth. Our Rental Custom Hardwall Booth will be the first one built on the show floor and ready for you so you will have more time to spend with your clients. the Metropolitan exposition exhibit and design team is here to deliver your vision. It's a fresh new contemporary design that will captivate your prospective buyers.

Rental Custom Hardwall Booths include:

- Installation & Dismantle
- Supervision
- Custom Graphics
- Custom Carpet
- Furniture
- Lighting (Power NOT Included)
- Drayage of all Metropolitan exposition Equipment ONLY

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com (p) 201-994-1303 (f) 201-994-1350

The Metropolitan Exposition Exhibit and Design Team is endlessly reinventing and searching for new designs to offer you. This year we're excited to present you with several customized pavilion designs from basic, moderate to upscale design options at varying price points.



Custom Pavilion includes:

- Installation
- Dismantle
- Supervision
- Design Options
- Custom Graphics
- Custom Carpet
- Lighting (Power NOT Included)
- Drayage of all Metropolitan Exposition Equipment Only

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Fabric Frames

This system gives form to function by taking signage to a whole new dimension. Years of experience building fabric stretch frames for clients have led the Fabri Frame signage revolution. These rigid, yet lightweight aluminum frames create a heavy duty and long lasting structure which can be designed and created in almost any shape and size imaginable. Our pillow case covers are custom made for every job and fit each frame to perfection.

Quick and Easy Assembly

with snap-together connections and lock, it definitely provides effortless installation.

Durability

Made of lightweight durable aluminum frame and strong stretch fabric material. Seamless dye laminated poly poplin fabric.

Standard and Customized Shapes

are the perfect solution for any project and budget. Select from a number of standard structures or let our in-house design engineers create a unique display that fits your needs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

METROPOLITAN exposition

The Metropolitan Exposition Exhibit and Design team offers new Media Kiosks that will enhance your booth design and presense on the show floor. The new media kiosks will improve your marketing strategy by helping to attract prospective clients. Our Media Kiosks are fitted for a built-in 42" monitor. The clean enclosure design provides ample room functionality and branding artwork for your booth. Media Kiosks can be incorporated in any of our Custom Booth designs and Rental Exhibits or by themselves. do you need content for a video? Metro Multimedia can help you! For more information about our Media Kiosks, please call us at 201-994-1303 or email us at exhibitsales@metro-expo.com

A.

B.

C.

D.

Multi Media Kiosks Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Description	Discount Price	Standard Price	Total Price
Basic Kiosk Design	$500.00	$750.00	
Silver, Gold & Platinum Kiosks Design	$650.00	$845.00	

The monitor is NOT included – call for monitor daily rental price.
201-994-1303

Kiosk are available in two colors: Black or White

MetroMultiMedia Order Form

METRO multimedia

Complete Sound, Lighting and Video Services
115 Moonachie Ave, Moonachie, N.J. 07074
201-340-2290, C: 201-954-3320, F: 201-340-2108

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____

On Site Contact: _____ On Site Contact #: _____

Audio Equipment	Qty.	Daily Rate	# of Days	Total
1 Speaker Sound System with Wired Hand Held Microphone		$90.00		
2 Speaker Sound System with Wired Hand Held Microphone		$160.00		
Wireless Microphone (Lavalier, Handheld, or Headset) Please Circle Preference.		$130.00		
8 Channel Audio Mixer (needed when using more than 1 component with a sound system)		$60.00		
CD Player		$50.00		
Large Venue Sound Systems are available (upon request)		Please Call		
Projection	**Qty.**	**Daily Rate**	**# of Days**	**Total**
3k Lumen LCD Video / Data Projector (Conference Room)		$250.00		
4.5k Lumen LCD Video / Data Projector (In Booth)		$415.00		
Tripod Projection Screen (5', 6', 7', or 8')		$50.00		
Projector Stand		$15.00		
Projection and lighting packages are available (upon request)		Please Call		
Video and Data Display	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Please Circle Source for Monitor: Laptop (PC or MAC Please Specify) DVD Player Media Player Other _____				
22" Flat Panel Display _____ Table Top _____ Wall Mounted		$90.00		
26" Flat Panel Display _____ Table Top _____ Wall Mounted		$115.00		
32" Flat Panel Display _____ Table Top _____ Wall Mounted		$160.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		$285.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		$450.00		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		$525.00		
70" Flat Panel Display _____ Wall Mounted		$590.00		
90" Flat Panel Display _____ Wall Mounted		$1200.00		
40" Smart Flat Planel Display _____ Table Top _____ Wall Mounted		$350.00		
Dual Post Floor Stand for Flat Panel Monitors (for 40" through 90" sizes only)		$60.00		
Media Player (for USB playback)		$30.00		
DVD Player		$35.00		
Blu-ray DVD Player		$70.00		
Tri-Standard (PAL) VHS or DVD Video Player		$65.00		
54" Video Cart with Skirt (For 22" through 32" Flat Panel Displays)		$25.00		
Laptop Computer - 160G HD, 2GB Ram		$125.00		
Additional monitors or presentation systems are available (upon request)		Please Call		
			Equipment Rental Total	
			Labor	

Please Note:
Drayage Costs (if applicable) are not included in delivery costs.
A labor charge of $70/hr may be added depending on the type and quantity of equipment ordered.
Please Contact us to confirm order prior to show.

SUBTOTAL = _____ + TAX @ 7 % = _____ + $135.00 Delivery& Pickup = TOTAL _____

Payment Authorization Form must accompany order.

Equipment cancellations not recieved 48 hrs. before delivery date will be charged 100% NO EXCEPTIONS

In-Show Network Order Form

METRO multimedia

Complete Sound, Lighting and Video Services
115 Moonachie Ave, Moonachie, N.J. 07074
201-340-2290, C: 201-954-3320, F: 201-340-2108

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

NYSCC Suppliers' Day the Network Packages

The "Fifteen"

- **:15 second spot** using 3 images (vendor to provide) will air a minimum of 4x per hour for the entire run of the show.
- TITLE BUMPER includes COMPANY NAME + BOOTH #
- Cost $450

The "Thirty"

- **:30 second spot** using 5 images will air 3x per hour for the entire run of the show.
- TITLE BUMPER (same)
- Cost $750

The "Sixty"

- **:60 second spot** using 10-12 images will air 3x per hour for the entire run of the show.
- TITLE BUMPER (same)
- Cost $1350

Quantity	"Spots"	Runs all 3 days	Price	
	15 seconds	4x an hour (minimum)	$450.00	
	30 seconds	3x an hour (minimum)	$750.00	
	60 seconds	3x an hour (minimum)	$1,350.00	
			Tax 7%	
			Total	

Video is due 15 days prior to the event to avoid late fees.
For additional information, please contact info@Metromultimedia.com
MetroMultiMedia - 201.340.2290

Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	$45.94	$68.92	
	22" x 28"	$82.69	$124.04	
	24" x 36"	$110.25	$165.38	
	30" x 40"	$137.81	$206.72	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (3) weeks before the show open.
Any graphics turned in late will incur a 50% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.

Indicate Sign Copy Here (please attach additional sign copy if required)

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

EXPOSITION WORKERS UNION

Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required an exposition worker.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New Jersey Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		**Discount Price**	**Showsite Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$132.96	$199.45
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	$177.37	$266.05
Double Time	Sundays and Holidays	$217.01	$325.52

*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**

INSTALLATION LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____ Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____
7% New Jersey Tax = $ _____
Total Installation = $ _____

DISMANTLE LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____ Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____
7% New Jersey Tax = $ _____
Total Dismantle = $ _____

Key Information Page

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

Remember to order in advance:

Furnishings & Carpeting ***Cleaning*** ***Electrical & Telephone***

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- Seee that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Offical Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to insall and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposistion Services, Inc at least ten (10) days before the show opening.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.

4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:

   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.

   b. $2,000,000 with respect to injuries to more than one person in any occurrence.

   c. Worker's Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.

   d. Metropolitan Exposition Services, Inc. must be named as additional insured.

*Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:

   a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.

   b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

   c. Will share with Metropolitan Exposition Services, Inc all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.

   d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the nsame of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary indentification badges as determined by Show Management.

   e. Shall be prepared to show evidence that is has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.

   g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts

   h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.

7. All information must be received in the Metropolitan Expositition Services, Inc. office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by April 27, 2015.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, iNew Jerseyuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by April 27, 2015.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

Accessible Storage Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Metropolitan workers will be available to access storage items during show hours, one hour prior to show opening and ½ hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day.

ACCESSIBLE STORAGE
Storage space may be limited. Storage is charged based on piece count (per pallet/per skid). Loose boxes must be placed on a skid to be considered a piece.
For example: One pallet/skid = one piece

STORAGE RATE: $24.59 /per piece

Please complete the following:			
1. Dates storage is needed:			
2. Storage required for:		Piece(s)	

LABOR & EQUIPMENT RATES
To have items placed in or removed from accessible storage, please notify Metropolitan at the Service Desk and pick up accessible storage labels.

Forklift (5,000 lbs.) & Operator Rate (1/2hr. Min per delivery)		
Straight Time	Overtime	Double Time
$168.43	$199.69	$238.75

Per Cartload Rate		
Straight Time	Overtime	Double Time
$52.09	$67.71	$87.98

Straight Time	8:00am to 4:30pm, Monday through Friday
Overtime	All other times, Saturdays & Sundays
Double Time	Holidays

CALCULATE ORDER								
1.	No. of Piece(s)		X	$24.59			=	$
2.	No. of Cartloads		X	Rate			=	$
3.	Forklift & Operator		X	No. of hours each	X	Rate	=	$
4.						Total	=	$

Note: We understand your total is an estimate, invoicing will be done from actual hours at show site.

All goods stored with Metropolitan Exposition are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in storage. We shall not be liable for any injury, damage, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

In-Booth Forklift Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 27, 2015

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To determine if you need in-booth forklift and labor, please read this form carefully.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30 pm, Monday - Friday	$401.11	$144.38	$601.66	$216.56
Overtime	All other times and Saturday & Sunday	$516.59	$194.48	$774.88	$291.72
Double Time	Holidays	$711.07	$239.33	$1,066.60	$358.98

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments.
Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
Supervisor must check in at the Metropolitan Exposition Service Desk to pick-up labor.
Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.
Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.
Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

Install Labor $_____ + Dismantle Labor $_____ + Tax @ 7% _____ = TOTAL $ _____

METROPOLITAN exposition
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NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

ATTENTION

NYSCC Suppliers' Day 2015 Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

May 11, 2015 (8:00am-6:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

NYSCC Suppliers' Day 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

Materials should arrive between April 6, 2015 - May 4, 2015

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of May 4, 2015 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

NYSCC Suppliers' Day 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

Advance shipments can arrive beginning on:
April 6, 2015

Advance shipment deadline
(to avoid surcharges)
May 4, 2015

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to New Jersey Convention Center (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

NYSCC Suppliers' Day 2015
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

Shipments can arrive to show site:
May 11, 2015 (8:00am - 6:00pm)

Do not ship any materials to New Jersey Convention Center before this time frame. New Jersey Convention Center will not accept any shipments.

Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
1 - 1,000 lbs	$170.79	$341.59	$213.81	$427.62
1,000 lbs & above	$160.74	$321.49	$201.23	$402.47

DIRECT SHIPMENTS TO NEW JERSEY CONVENTION CENTER

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
1 - 1,000 lbs	$153.92	$307.84	$195.62	$391.23	$177.84	$355.68
1,000 lbs & above	$144.87	$289.74	$184.12	$368.24	$167.38	$334.76

SMALL PACKAGE – (Items that DO NOT ship out)Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	$60.65	$55.40
Each Additional Carton	$21.79	$16.54

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ New Jersey Convention Center

We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment Estimate = $_____

Late Arrival Surcharge add 30% = $_____

Total Due = $_____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

WAREHOUSE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive on or before
April 6, 2015 - May 4, 2015

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

WAREHOUSE

NYSCC Suppliers' Day 2015

Booth:_____ No._____of_____Pcs.

Carrier_____

SHOW SITE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive
May 11, 2015 (8:00am-6:00pm)

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
New Jersey Convention Center
97 Sunfield Avenue
Edison, New Jersey 08837

SHOW SITE

NYSCC Suppliers' Day 2015

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

PO#

Internal Use Only

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	**City**	**State/Country**
	Zip/Postal Code	**Phone Number**

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	**City**	**State**
	Zip/Postal Code	

Type of Service

☐ Truckload	☐ Deferred	☐ 2nd Day Air
☐ Overnight Air	☐ Economy / Standard Ground	☐ 3rd Day Air

Additional Services

☐ Lift Gate
☐ Residential
☐ Inside Pickup
Declared Value $ _____ (Declared Value can not exceed $10,000)

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

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New Jersey Convention Center

PO#

Internal Use Only

Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	**Length**	**Width**	**Height**	**Weight**
			Total Weight	
			Hazardous Materials?	
			☐ YES ☐ NO	

Additional Information or Instructions

For an online *Quick Quote*, go to www.metro-transportation.com

When you've completed this form, fax it to 201-994-1350.

If you have any Questions or Concerns, call us at 201-355-4109.

******* Thank You for Choosing Metropolitan Exposition Transportation! *******

METROPOLITAN exposition
115 Moonachie Avenue
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Phone: 201-994-1301 Fax: 201-994-1350

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

NYSCC Suppliers' Day 2013
May 14 - 15, 2013
New Jersey Convention Center

Company Name _____ Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	**City**	**State**
Contact Name & Number	**Zip/Postal Code**	

☐ Carrier Name - _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NYSCC Suppliers' Day 2015
May 12 - 13, 2015
New Jersey Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily iNew Jerseyury, including any iNew Jerseyury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily iNew Jerseyury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily iNew Jerseyury, including any iNew Jerseyury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Terms & Conditions - Material Handling (1 of 2)

METROPOLITAN exposition

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Phone: 201-994-1301 Fax: 201-994-1350

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

METROPOLITAN exposition
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10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.
c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal iNew Jerseyury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

METROPOLITAN exposition

Insurance 4 Exhibitors

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ **1 Event Day: $89.00** ☐ **4-10 Event Days: $119.00** ☐ **6 Month Policy: $475.00**
☐ **2-3 Event Days: $109.00** ☐ **11-30 Event Days: $199.00** ☐ **Annual Policy: $650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____

EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____

VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name _____

Address: _____ City: _____ State: _____ Zip code: _____

Email: _____ Country: _____ Telephone: _____

Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____

Address,City,ST,Zip: _____ Address,City,ST,Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge al information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

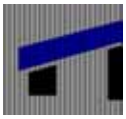
I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ I want a quote for property coverage: ☐

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

New Jersey Convention & Exposition Center
ELECTRICAL SERVICE ORDER FORM



Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837 Phone: (732) 417-1400 Fax: (732) 417-1414

Name of Show: _____ **Company Name** _____

Date of Show: _____ **Electric to be installed in Booth#** _____

DEADLINE FOR ADVANCE RATE: 10 DAYS PRIOR TO THE EVENT

All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or power increments, please call before submitting your order. If you have any problems or issues with your power, please go to the main office as no refunds or credits will be given after the start of the show.

***** On site corrections will be charged at FULL STANDARD RATES ***.**

Outlets available as listed below are stated according to wattage or amperage (120 watts equal one amp.); 1000 watts = 10 amps.

BOOTH OUTLETS	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
1 -500 watts		$99.00	$149.00		None
501-1000 watts		$139.00	$199.00		None
1001-1500 watts		$159.00	$219.00		None
1501-2000 watts		$175.00	$239.00		None
20 amp dedicated		$275.00	$319.00		None
30 amp dedicated		$325.00	$379.00		None
Extension cord w/4 Receptacles		$29.00	$49.00		None
BOOTH LIGHTING**	**QUANTITY**	**ADVANCE**	**STANDARD**	**TOTAL**	**LABOR**
2-150 w. Flood Lights		$69.00	$100.00		None
2-300 w. Flood Lights		$79.00	$125.00		None
4-150 w. W/ Track		$199.00	$362.00		None
4-300 w. W/ Track		$249.00	$390.00		None
208 VOLT - 1 PHASE	**QUANTITY**	**ADVANCE**	**STANDARD**	**TOTAL**	**LABOR**
½ HP. or 5 Amps.		$203.00	$264.00		1 Hour
1 HP. or 10 Amps.		$263.00	$336.00		1 Hour
2 HP. or 20 Amps.		$359.00	$479.00		1 Hour
30 Amps.		$418.00	$570.00		1 Hour
50 Amps.		$481.00	$626.00		1 Hour
60 Amps.		$533.00	$723.00		1 Hour
80 Amps.		$597.00	$811.00		1 Hour
100 Amps.		$698.00	$1,020.00		2 Hours
200 Amps.		$1,208.00	$1,735.00		2 Hours
208 VOLT - 3 PHASE	**QUANTITY**	**ADVANCE**	**STANDARD**	**TOTAL**	**LABOR**
½ HP. or 5 Amps.		$262.00	$350.00		1 Hour
1 HP. or 10 Amps.		$326.00	$445.00		1 Hour
2 HP. or 20 Amps.		$412.00	$576.00		1 Hour
30 Amps.		$477.00	$676.00		1 Hour
50 Amps.		$536.00	$762.00		1 Hour
60 Amps.		$587.00	$839.00		1 Hour
80 Amps.		$665.00	$956.00		1 Hour
100 Amps.		$766.00	$1,184.00		2 Hours
200 Amps.		1,347.00	$2,111.00		2 Hours
LABOR	**QUANTITY**	**ADVANCE**	**STANDARD**	**TOTAL**	
Per Hour		$81.00	$153.00		

****Rate does not include electricity.** **Outlets must be ordered separately.** **Track lighting rate does include installation**

***To determine how much labor time is required, please consult labor column on far right of each electrical option. * SEE ITEM #11 ON REVERSE!

SERVICE ORDERED	QUANTITY		TOTAL
BOOTH OUTLETS			
BOOTH LIGHTING			
EXTENSION CORDS		***Please call if your device will have to be kept on for 24hrs***	
208 VOLT 1 OR 3 PHASE			
LABOR			

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.
One outlet (any size) consists of a single receptacle. Power (208 volt, 1 and 3 phase) available as listed below, is stated according to horsepower and amperage.

TOTAL ENCLOSED $ _____

IMPORTANT: PLEASE SEE REVERSE FOR ORDER AUTHORIZATION.
ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.
THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.

PLEASE PRINT THE FOLLOWING:

COMPANY NAME: _____ BOOTH #: _____

ADDRESS _____

CITY, STATE, ZIP _____

REPRESENTATIVE _____

TELEPHONE _____ FAX _____

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a **50% cancellation fee** will be applied to all cancelled orders.

Signature _____

CREDIT CARD INFORMATION: (PLEASE PRINT)

Circle One CC type

AMOUNT AUTHORIZED $ _____ MASTERCARD VISA Discover AMERICAN EXPRESS

ACCOUNT # _____ EXPIRATION DATE _____

CARDHOLDER NAME _____

BILLING ADDRESS OF CARD _____

CITY & STATE _____ ZIP _____

CARDHOLDER SIGNATURE _____

****OPTIONAL:** I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE BELOW), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) _____

Exhibitor Note: All orders include N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.

IMPORTANT RULES AND REGULATIONS

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
3. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
4. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
5. Prices are based upon current utility and wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
7. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
8. All equipment must be properly tagged and wired with complete information regarding type of current , voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
9. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
10. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.
12. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of $ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
13. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.

New Jersey Convention & Exposition Center
RIGGING SERVICE ORDER FORM

Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837 Phone: (732) 417-1400 Fax: (732) 417-1414

Name of Show: _____ Company Name _____

Date of Show: _____ Booth# _____ Date of Order _____

DEADLINE FOR ADVANCE RATE: 7 DAYS PRIOR TO THE EVENT

All orders received less than seven (7) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or installation, please call before submitting your order. If you have any problems or issues with your order, please go to the main office as no refunds or credits will be given after the start of the show.

***** On site corrections will be charged at FULL STANDARD RATES ***.**

BANNER HANGING	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
0-120 sq ft	_____	$150.00	$200.00	_____	
121 sq ft - 240 sq ft	_____	$275.00	$325.00	_____	
241 sq ft - 360 sq ft	_____	$400.00	$450.00	_____	
Greater than 361 sq ft	_____	Call For Quote			

CENTER POINT HANG**	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
0'-12' Round or Square	_____	$275.00	$325.00	_____	None
12'-1" - 24' Round or Square	_____	$350.00	$400.00	_____	None

****Rate does not include electricity.**

RIGGING	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
1/4 hp Chain Hoist Motor	_____	$205.00	$225.00	_____	1 Hour
1/2 hp Chain Hoist Motor	_____	$215.00	$235.00	_____	1 Hour
1 hp Chain Hoist Motor	_____	$225.00	$245.00	_____	1 Hour
Spanset.	_____	$150.00	$200.00	_____	1 Hour
1 Spanset order for each motor is REQUIRED					

STAGEHAND LABOR	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
per Hour	_____	$73.00	$98.00	_____	1 Hour

Banner rates do not include the fabricaton or piping of a banner. Please reference Stage Hand Labor for such services.
Electrical equipment can be ordered in the Electrical Service Order Form in the exhibitor manual.

SERVICE ORDERED	QUANTITY	TOTAL
BANNER HANGING	_____	_____
CENTER POINT HANGING	_____	_____
RIGGING	_____	_____
LABOR	_____	_____

Please call if your device will have to be kept on for 24hrs

TOTAL ENCLOSED $ _____

IMPORTANT: PLEASE SEE REVERSE FOR ORDER AUTHORIZATION.
ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.
THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.

Internet / Telephone Service Form

New Jersey Convention and Exposition Center

bigredpin

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471
Questions about pricing or for technical support inquiries: 732-993-9765

Internet – Wireless User

		Rate	How Do I Get It?
4400	**On-Site/On Demand Internet** 1 IP address/1 device Please do not submit this service form if you would like to purchase this service. This can be purchased while on-site. See instructions to the right.	$34.99 Per Day	1. Turn on your Wi-Fi enabled device and select the Engage Access network from the available Wi-Fi Networks. Wait until you see CONNECTED next to the Engage Access network name. 2. Open a web browser (Internet Explorer, Chrome, Firefox, etc.) and attempt to go to a website. You should then be automatically redirected to the sign up page. Some devices will automatically redirect to the sign up page. 3. Fill out the required information. Please make sure all information is filled out correctly before clicking SIGN UP. 4. You will automatically be redirected to the internet. **If you need to purchase for another device, please use the device you need connectivity for when signing up. Wi-Fi purchases are not transferable.**

Any orders placed within 21 days of the start of the show may be subject to a 30% late fee at Big Red Pin Inc.'s discretion.

Internet – Network Services

		Quantity	Rate	Total $
Wireless				
4302	Wireless Blanket/Entire Facility		Call for Pricing	
4302	Wi-Fi Micro Network / For 5 or more devices		Call for Pricing	
4305	Wi-Fi Sponsorship		Call for Pricing	
Wired				
4301	Standard (1 Private DHCP IP, 1 IP Address / 1 Device)		$500	
4307	• Additional Private IP Address / Device		$125	
4308	Advanced (1 Static Public IP Address / 1 Device)		$2250	
4309	• Additional Static Public IP Address / Device (Limited Qty)		$450	
Equipment				
4001	Switch / Hub Rental (8 Port) – Does not include connectivity		$150	
4001	Switch / Hub Rental (24 Port) – Does not include connectivity		$300	
4001	Patch Cable (up to 50') – Cat 5e		$50	
Engineering				
4306	Bandwidth – Speed over 10 Mbps		$175 Per Mbps	
4201	Special Engineering / VPN		$135 Per Hour	
4311	On-Site Support		$135 Per Hour	
4312	Network Buyout		Call for Pricing	
Telephone				
4303	Dial Tone + VoIP Phone Rental (Installation included)		$300	
4310	Analog Connectivity (Credit card machine, fax machine – Device not included)		$150	
			Tax (7%)	
			Total	

Show Name: _____ Show Dates: / / to / /

Company Name: _____ Cardholder Name: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Booth Number: _____

E-Mail Address: _____

Card Type: VISA_____ MASTERCARD_____ AMERICAN EXPRESS_____ DISCOVER_____

Card Number: _____ Expiration Date: _____ CVVS/Code: _____

Same As Above: _____

Company Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Authorized Name (PRINT): _____ **Authorized Signature:** _____

By signing above, I agree to the amount listed above and the terms and conditions.

INTERNAL BIG RED PIN USE ONLY

Transaction ID: _____ ☐ I ☐ TS ☐ R ☐ P ☐ R ☐ I ☐ C

New Jersey Convention and Exposition Center

bigredpin

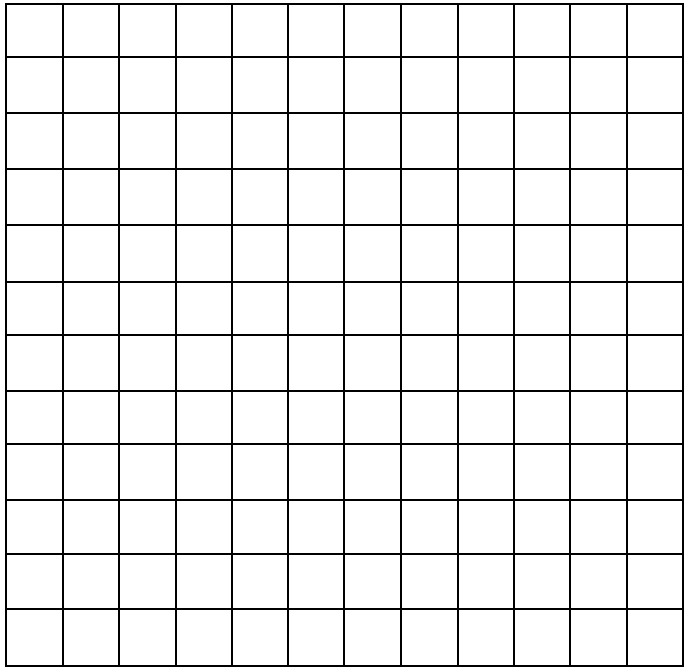
Booth Information Form

To be filled out only if you have chosen Network or Telephone service(s).

Company Name: _____ Booth #: _____

Show Name: _____ Show Dates: _____

IMPORTANT! Prior to installation of service, a complete booth floor plan is required. Please utilize this grid if you do not have your own floor plan to send us. For a floor plan to be considered complete it must include all the information listed to the right of the grid (TP, designated location of items within the booth, surrounding booths, scale-length and width).



X = Termination Point (TP) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to this point within your booth. Unless specified, the TP will placed at Big Red Pin Inc.'s discretion. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

C / D = Computer "C" or Device "D". Indicate the exact location where any device requiring connectivity will be placed. Since this is a wired device, plan on keeping this device in place. If you rented a switch, this will be placed in the best location chosen by Big Red Pin Inc. installers.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Big Red Pin Inc. to accurately install your services.

Size = Booth dimensions (example 10x10) _____.

Scale = 1 Box is equal to _____ ft.

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471

Questions about pricing or for technical support inquiries: 732-486-3217

Terms of Service & Acceptable Use Policy

These Terms of Service & Acceptable Use Policy (the "Terms") govern your use of Big Red Pin Inc. Internet and Telephone Services ("Service") and the Big Red Pin Inc. Services network ("Network"). Your use of the Service represents your agreement to these Terms. If you do not agree with these Terms, do not use the Service. By signing the agreement you agree to all terms and conditions of this form.

Terms of Service

Description of the Service

The Service is provided by Big Red Pin Inc. ("Big Red Pin Inc."). The Service provides you with access to the Internet via certain Big Red Pin Inc. high-speed Internet via access points and hardlines ("Locations"). No third party infrastructure is permitted fon the premises without the expressed consent of Big Red Pin Inc.

- Network Speed is at 10Mbps unless specially provisioned 45 days in advance at additional expense.
- To receive Regular Rate order must be processed and paid for at least 21 days in advance. A Floor Plan for Network Service(s) must be submitted along with order. Failure to do so could result in possible delay in service and/or materials.
- Only written cancellations will be accepted, and must be received at least 7 days prior to show move in. Cancellations are subject to a 20% cancellation fee.
- All equipment is the responsibility of renter, any damages to the equipment will result in additional charges.
- Any labor or requirement of a technician to be onsite will be billed at $135 per hour.
- Big Red Pin Inc. provides the service of routing the internet and IP assignment, the user is responsible for supply of their own additional cables, connectors, adapters. Connection to devices is the user's responsibility.
- Private networks, VPN, Static IP's, custom network requirements, etc., are additional and separate. A minimum of 30 days notice is needed to provision for said items. Failure to do so could result in possible delay in service and/or materials.
- Big Red Pin Inc. provides internet configuration for the overall network, the user is responsible for their own device and equipment configurations. Big Red Pin Inc. will troubleshoot Big Red Pin Inc. installed devices and equipment only.
- You are contracting with Big Red Pin Inc.

Charges/Billing/Payment

You agree to pay all charges and fees specified when you ordered the Service, including any, taxes, fees, surcharges or other assessments applicable to the Service. You agree that you have reviewed the price associated with the service type that you have selected. All Big Red Pin Inc. charges for the Service are billed in advance. The Service is provided on a day to day basis as a 24hr period from the moment of acceptance of Terms and usage and are subject to change at any time with no advanced notice. Payment for the Service is due at the time of demand for service. In the event legal action is necessary to collect on balances due, you agree to reimburse Big Red Pin Inc. for all expenses incurred to recover sums due, including attorneys' fees and other legal expenses. You also agree to pay all current charges for the Service as well as taxes and fees assessed against you or Big Red Pin Inc. on the charges and all late payment, interest or other fees. Big Red Pin Inc. may modify its billing practices with no advance notice.

Service Suspension/Termination/Cancellation

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of our free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. However, Big Red Pin Inc. may immediately terminate or suspend all or a portion of your Service, without notice, for conduct that Big Red Pin Inc. believes (a) violates the Acceptable Use Policy, set forth below; or (b) constitutes a violation of any law, regulation or tariff (including, without limitation, copyright and intellectual property laws) or a violation of these Terms, or any applicable policies or guidelines. Your Termination or suspension by Big Red Pin Inc. of Service also constitutes termination or suspension (as applicable) of your license to use any Software. Big Red Pin Inc. may also terminate or suspend your Service if you provide false or inaccurate information that is required for the provision of Service or is necessary to allow Big Red Pin Inc. to bill you for Service. If your service is terminated or suspended you are not entitled to a refund for services.

Modifications to the Service / Updates to the Terms

Big Red Pin Inc. reserves the right to modify or discontinue, temporarily or permanently, at any time and from time to time, the Service (or any function or feature of the Service or any part thereof, including but not limited to rates and charges) with or without notice. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension or discontinuance of the Service. Without limiting the foregoing, Big Red Pin Inc. may post, or e-mail, notices of changes in the Service. It is your responsibility to check our website and your e-mail address for any such notices. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension or discontinuance of the Service.
These Terms may be updated or changed from time to time. The current Terms shall be posted at: www.bigredpin.com/terms-and-conditions.html If Big Red Pin Inc. makes a change to these Terms and that change has a material impact on the Service, you will be provided electronic notice of that change via e-mail or other written notice. Your continued use of the Service following such notice constitutes your acceptance of those changes. If you do not agree to the revisions, you must terminate your Service immediately.

Operational Limits of the Service

Provisioning of the Service is subject to the availability and the operational limitations of the requisite equipment and associated facilities. You understand and agree that temporary interruptions of the Service may occur as normal events in the provision of the Service and that Big Red Pin Inc. will not be liable for such interruptions. You further understand and agree that Big Red Pin Inc. has no control over third party networks or the third party ISP providing the Internet circuit you may access in the course of your use of the Service, and therefore, any delays, any disruptions, and any outages of other network transmissions are beyond the control of Big Red Pin Inc. Big Red Pin Inc. will not be liable for any failure of performance, if such failure is due to any cause beyond Big Red Pin Inc.'s reasonable control, including acts of God, fire, explosion, vandalism, nuclear disaster, terrorism, cable cut, storm or other similar occurrence, any law, order or regulation by any government, civil, or military authority, national emergencies, insurrections, riots, wars, labor difficulties, supplier failures, shortages, breaches, or delays caused by you or your equipment. No refunds will be issued for any delays, any disruptions, and any outages of network transmissions for any reason.

Registration/Customer Information/Password Security

All information that you provide to Big Red Pin Inc. must be accurate, including your name, e-mail address, credit or charge card numbers and expiration dates and any Service payment information ("Registration Data"). You are responsible for keeping such information up-to-date and must provide changes promptly to Big Red Pin Inc. You agree to keep confidential log in information and are solely responsible for any liability or damages resulting from your failure to maintain that confidentiality. You are also solely and fully responsible and liable for all activities that occur under your IP address/MAC address associated with your device and account. You agree to immediately notify Big Red Pin Inc. if you suspect any breach of security such as loss, theft, or unauthorized disclosure or use of your account.

Third Party Content Disclaimer/ Links to Third Party Sites

Materials provided by Third Party Providers have not been independently authenticated in whole or in part by Big Red Pin Inc. Big Red Pin Inc. does not provide, sell, license, or lease any of the Materials other than those specifically identified as being provided by Big Red Pin Inc. This Service may be linked to other websites which are not under the control of and are not maintained by Big Red Pin Inc. Big Red Pin Inc. is not responsible for the content of those sites. Big Red Pin Inc. is providing these links to you only as a convenience, and the inclusion of any link to such sites does not imply endorsement by Big Red Pin Inc. of those sites.

Privacy Policy

By agreeing to the Terms and Conditions set forth, you permit Big Red Pin Inc. to collect your Personal Information. Personal Information is data that can be used to uniquely identify or contact a single person. You may be asked to provide your Personal Information anytime you are in contact with Big Red Pin Inc. services or a Big Red Pin Inc. affiliated company. Big Red Pin Inc. and its affiliates may share this Personal Information with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve our products, services, content, and advertising. For more information, see: www.bigredpin.com/privacy-policy.html

General Use Restrictions

Subject to your acceptance of and compliance with these Terms, payment to Big Red Pin Inc. for the Service and compliance with all Big Red Pin Inc. policies identified below, you are hereby granted the right to use the Service through a non-exclusive, non-transferable and non-assignable limited license. The Service is provided for your use only (unless otherwise specifically stated) and you agree not to reproduce, duplicate, copy, sell, transfer, resell or exploit for any commercial purposes your subscription to or membership in the Service, any portion of the Service, use of the Service, or access to the Service. You have no right to resell, sublicense, assign or transfer your right to access the Service or use the Big Red Pin Inc. Network. All information, documents, products, and software (the "Materials") provided with this Service were provided by or to Big Red Pin Inc. Internet Services (Big Red Pin Inc.) by their respective manufacturers, authors, developers, licensees and vendors (including, without limitation (the "Third Party Providers") and are the copyrighted work of Big Red Pin Inc. and/or the Third Party Providers. Except as stated herein, none of the Materials may be copied, reproduced, resold, distributed, republished, downloaded, displayed, posted or transmitted in any form or by any means, including, but not limited to, electronic, mechanical, photocopying, recording, or otherwise, without the prior express written permission of Big Red Pin Inc. or the Third Party Provider. You also may not, without Big Red Pin Inc. prior express written permission, "mirror" any Material provided with this Service on any other server. Nothing provided with this Service shall be construed as conferring any license under any of Big Red Pin Inc. or any Third Party Provider's intellectual property rights, whether by estoppels, implication, or otherwise. You acknowledge sole responsibility for obtaining any such licenses. Any unauthorized use of any Materials provided with or through this Service may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and statutes.

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Unless otherwise explicitly stated, any Materials provided by you in connection with this Service shall be deemed to be provided on a non-proprietary and non-confidential basis. Big Red Pin Inc. shall have no obligation of any kind with respect to such Materials and shall be free to use or disseminate such Materials on an unrestricted basis for any purpose. You acknowledge that you are responsible for the Materials that you submit, and you, not Big Red Pin Inc., have full responsibility for the Materials, including their legality, reliability, appropriateness, originality and copyright.

Disclaimer of Warranties

UNLESS OTHERWISE EXPLICITLY STATED, THE MATERIALS AND THE SERVICE ARE PROVIDED "AS IS". ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, ARE DISCLAIMED, EXCEPT TO THE EXTENT THAT SUCH DISCLAIMERS ARE HELD TO BE LEGALLY INVALID. BIG RED PIN INC. MAKES NO REPRESENTATIONS, WARRANTIES, GUARANTIES AS TO THE QUALITY, SUITABILITY, TRUTH, ACCURACY OR COMPLETENESS OF ANY OF THE MATERIALS AND/OR SERVICE. ANY QUESTIONS REGARDING THE SERVICES AND/OR MATERIALS SHOULD BE DIRECTED TO THE PROVIDERS OF SUCH MATERIALS. HOWEVER, BIG RED PIN INC. DOES NOT AUTHORIZE ANYONE TO MAKE A WARRANTY ON BIG RED PIN INC. BEHALF AND YOU MAY NOT RELY ON ANY STATEMENT OF WARRANTY BY A THIRD PARTY AS A WARRANTY OF BIG RED PIN INC.

Limitation of Big Red Pin Inc. Liability

BIG RED PIN INC. SHALL NOT BE LIABLE FOR ANY DAMAGES SUFFERED AS A RESULT OF USING, MODIFYING, CONTRIBUTING, COPYING, DISTRIBUTING, OR DOWNLOADING ANY MATERIALS WHILE USING OUR SERVICES. MOREOVER, IN NO EVENT SHALL BIG RED PIN INC. BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST REVENUE, LOST PROFITS, LOSS OF USE, LOSS OF DATA OR OTHER ECONOMIC ADVANTAGE) HOWEVER THEY ARISE, WHETHER FOR BREACH OR IN TORT, EVEN IF BIG RED PIN INC. HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Indemnity

You agree to indemnify and hold harmless Big Red Pin Inc. and its subsidiaries, affiliates, officers, agents, co-branders, licensors or other partners and employees from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) content you submit, post, transmit or otherwise make available through the Service; (b) your use of the Service; (c) your violation of these TOS; (d) your violation of the AUP; (d) your violation of any rights of another; and (e) use of your account and any Sub-Account whether or not such usage is expressly authorized by you.

Liability of User

YOU MUST MAINTAIN SOLE RESPONSIBILITY FOR ADEQUATE PROTECTION AND BACKUP OF DATA AND/OR EQUIPMENT USED IN CONNECTION WITH THE SERVICE AND/OR MATERIALS AND USE OF SAID SERVICE AND/OR MATERIALS, AND WILL NOT MAKE A CLAIM AGAINST BIG RED PIN INC. FOR LOST DATA, RE-RUN TIME, INACCURATE OUTPUT, WORK DELAYS OR LOST PROFITS RESULTING FROM THE USE OF THE SERVICE AND MATERIALS, AND/OR INTERRUPTION OF SERVICES REGARDLESS OF CAUSE.
YOU AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS BIG RED PIN INC. (INCLUDING ITS PARENT AND AFFILIATE COMPANIES, EMPLOYEES, OFFICERS, DIRECTORS AND AGENTS) FROM, AND YOU COVENANT NOT TO SUE BIG RED PIN INC. FOR, ANY CLAIMS BASED ON, OR STEMMING FROM, YOUR USE OF THE SERVICE AND MATERIALS.

Local Laws; Export Control

Big Red Pin Inc. and/or the applicable Third Party Provider control and operate this Service from its or their headquarters in various locations in the United States of America and makes no representation that these Materials or the Service are appropriate or available for use in other locations. If you use this Service or the Materials from other locations, you are responsible for compliance with applicable local laws including but not limited to the export and import regulations of other countries.
Unless otherwise explicitly stated, all marketing or promotional materials provided with or through the Materials or the Service are solely directed to individuals, companies or other entities located in the United States of America. You acknowledge and agree that Materials are subject to the U.S. Export Administration Laws and Regulations. Diversion of such Materials contrary to U.S. law is prohibited. You agree that none of the Materials, nor any direct product there from, is being or will be acquired for, shipped, transferred, or re-exported, directly or indirectly, to proscribed or embargoed countries or their nationals, nor be used for nuclear activities, chemical biological weapons, or missile projects unless authorized by the U.S. Government. Proscribed countries are set forth in the U.S. Export Administration Regulations. Countries subject to U.S. embargo are: Cuba, Iran, Iraq, Libya, North Korea, Syria, and the Sudan. This list is subject to change without further notice from Big Red Pin Inc., and you must comply with the list as it exists in fact. You certify that you are not on the U.S. Department of Commerce's Denied Persons List or affiliated lists or on the U.S. Department of Treasury's Specially Designated Nationals List. You agree to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

U.S. Government Rights

The Materials on this Service are provided with the following restrictions: Use, duplication, or disclosure by the U.S. Government is subject to the restrictions set forth in the FAR 52.227-19 (June 1987), FAR 52.227-14 (ALT II & ALT III) (June 1987), or if DoD, as specified in DFARS 252.7202-1(a) and 252.7202-3(a) and vendor's applicable license terms, and DFARS 252.227-7013 (Nov 1995) and 252.227-7014(Nov 1995), as applicable. Use of the Materials by the U.S. Government constitutes acknowledgment of Big Red Pin Inc. and/or the Third Party Provider's proprietary rights in them.

General

This Service could include inaccuracies or typographical errors. Any action related to these Terms will be governed by New Jersey law and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply. These Terms provide basic guidelines for your use of the Service, and will be enforced in conjunction with other Terms of Service or account agreement, if any, that govern Big Red Pin Inc. products or services that you use or that you have purchased. In the event that any provision of these Terms shall be rendered invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable any other provision of these Terms and these Terms shall continue in full force and effect and be construed as if they did not contain the invalid or unenforceable provision.

Infringement of Intellectual Property Rights

You are prohibited from infringing, publishing, submitting, copying, uploading, downloading, posting, transmitting, reproducing, or distributing software, video or audio content, or any other material that is protected by copyright, trademark, patent, trade secret, any other type of intellectual property rights, trademark laws (by rights of privacy or publicity) or other proprietary right of any party unless you own or control the rights thereto or have received all necessary consent to do the same. This prohibition includes the use of any material or information including images or photographs that are made available through a Big Red Pin Inc. site or Service(s).
For more information about Big Red Pin Inc. copyright protection practices under the Digital Millennium Copyright Act (DMCA) of 1998.

ACCEPTABLE USE POLICY

The Big Red Pin Inc. Acceptable Use Policy is designed to help protect Big Red Pin Inc. assets, the assets of its Customers, and the Internet community, from irresponsible or illegal activities of Big Red Pin Inc. Customers and its Users. These activities may disrupt or degrade Big Red Pin Inc. Services, pose a threat to Big Red Pin Inc. assets, expose Big Red Pin Inc. (or other providers of Services) to claims of civil or criminal liability or other legal sanctions. Moreover, because of various conventions used in the industry (including blocking, filtering and blacklisting) these activities may impair Big Red Pin Inc.'s ability to interconnect with other providers of Service. These activities may relate to the content stored or transmitted by Customers or its Users or to the nature of the transmissions themselves such as sending large numbers of unsolicited messages (Spam). Customers are responsible for avoiding the prohibited activities and strictly following the AUP terms set forth herein.

AUP Coverage

The Big Red Pin Inc. Acceptable Use Policy ("AUP") applies to the services that provide (or include) access to the Internet, services provided over the Internet, (collectively "Services"). Customer is responsible for the actions of others who may be using the Service(s) under Customer's account. It is Customer's obligation to take whatever measures are necessary to protect access to Customer's account (e.g., to keep the access password secure). If a Customer or its User(s) violate the AUP, Big Red Pin Inc. may, depending on the nature and severity of the violation, suspend or terminate service, as specified below.
Customer may have access through the Big Red Pin Inc. network(s) and Service(s) to search engines, subscription web services, chat areas, bulletin boards, web pages, USENET, or other services that

Initials _____

promulgate rules, guidelines or agreements to govern their use. Failure to adhere to any such rules, guidelines, or agreements shall be a violation of this AUP.
Big Red Pin Inc. is aware that some of its Customer's information reaching Big Red Pin Inc. network(s) or facilities from those Customers may have originated from the Big Red Pin Inc. Customer or from another third-party. Big Red Pin Inc. reserves the right to take action against Big Red Pin Inc. Customer and directly against such Customers' subscribers, even though the Big Red Pin Inc. corrective action may affect other non-offending subscribers of the Big Red Pin Inc. Customer.

AUP Enforcement and Notice

Customer's failure to observe the guidelines set forth in this AUP may result in Big Red Pin Inc. taking actions anywhere from a warning to a suspension of privileges or termination of your Service(s). Big Red Pin Inc. reserves the right, but does not assume the obligation, to strictly enforce the AUP. When feasible, Big Red Pin Inc. may but is not obligated to provide Customer with notice of an AUP violation via e-mail or otherwise and demand that such violation is immediately corrected.
However, Big Red Pin Inc. reserves the right to act immediately and without notice to suspend or terminate Service(s) in response to a court order or other legal requirement that certain conduct should be stopped or when Big Red Pin Inc. determines, in its sole discretion, that the conduct may: (1) expose Big Red Pin Inc. to sanctions, prosecution, civil action or any other liability, (2) cause harm to or interfere with the integrity or normal operations of Big Red Pin Inc. network(s) or facilities, (3) interfere with another person's use of Big Red Pin Inc. Service(s) or the Internet, or (4) otherwise present a risk of harm to Big Red Pin Inc. or Big Red Pin Inc. Customers or other parties Big Red Pin Inc. interconnects with.
Big Red Pin Inc.'s decisions with respect to interpretation of the AUP and appropriate remedial actions are final and determined by Big Red Pin Inc. in its sole discretion. Big Red Pin Inc. may refer potential violations of law(s) to the proper authorities, may cooperate in the investigation of any suspected criminal or civil wrongdoing, and will cooperate with authorities when required to do so by law, subpoena, or when the public safety is at stake. Big Red Pin Inc. assumes no obligation to inform you that your information has been disclosed, and, in some cases, may be prohibited by law from providing such notice.
Big Red Pin Inc. does not, as an ordinary practice, proactively monitor the activities of those who use its Service(s) or exercise any editorial control over any material transmitted, hosted or posted using Services to ensure that its Customers comply with the AUP and/or the law, although it reserves the right to do so. If Big Red Pin Inc. is alerted to violations or potential violations of this AUP, Big Red Pin Inc. will take whatever measures it deems necessary and appropriate to stop or prevent such violations including the actions described in this AUP. For example, Big Red Pin Inc. may in its sole discretion refuse to transmit, screen, or editing content prior to delivery of the Service(s), block access to certain categories of numbers or certain sites as Big Red Pin Inc. determines needed to enforce these policies.
If your Service is suspended or terminated for any AUP violation, you must get written approval from Big Red Pin Inc. (outside of the normal ordering process) prior to reactivating or ordering new service. In any case, Big Red Pin Inc. may, in its discretion, decline to reinstate your Service. If Big Red Pin Inc. approves you for reinstatement or new service, set-up fees, reactivation fees or deposits may apply. If Big Red Pin Inc. discovers that you have renewed Service, or ordered new Service, following termination for an AUP violation without the prior written consent of Big Red Pin Inc., it may terminate your Service without further notice. In such case, you are responsible for any applicable early termination charges.
Big Red Pin Inc. will not issue any refunds, credits or other forms of compensation for the period when Service(s) have been suspended as a result of violation(s) or alleged violation(s) of this AUP.
Big Red Pin Inc. shall not be liable for any damages of any nature suffered by any Customer, User, or third party resulting in whole or in part from Big Red Pin Inc.'s exercise of its rights under this AUP.

Prohibited Actions

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of our free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. Big Red Pin Inc. is committed at all times, however, to complying with the laws and regulations governing use of the Internet and e-mail transmissions and to preserving for all of its Customers the ability to use Big Red Pin Inc. network and the Internet without interference or harassment from other users. Big Red Pin Inc. prohibits use of its Services in any way that is unlawful, interferes with use of Big Red Pin Inc. network or the Internet, interferes in any way with the usage or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, constitutes Spam/E-mail/Usenet abuse, or presents security or privacy risks. Customer will not resell or provide Service(s) to unauthorized third parties, whether as part of a commercial enterprise or otherwise.
Customer is prohibited from engaging in any other activity, whether legal or not, that Big Red Pin Inc. determines in its sole discretion, to be harmful to its subscribers, operations, network(s).

Unlawful Activities

Big Red Pin Inc. Services shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation or administrative rule.
By using the Service(s), Customer represents and warrants to Big Red Pin Inc. that Customer (and its Users) are not resident(s) of any country or affiliated with any of organization prohibited to do business within the United States as defined and set forth at: http://www.treas.gov/ofac and http://www.bxa.doc.gov/dpl/thedeniallist.asp. Accounts registered using false or misleading information may be terminated immediately and without notice.

Offensive or Threatening Material or Content

Big Red Pin Inc. Services shall not be used to host, post, transmit, or re-transmit any content or material that is threatening, harassing, obscene, indecent, hateful, malicious, racist, fraudulent, deceptive, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise harmful or offensive to third parties, treasonous, excessively violent or promotes the use of violence, or provides instruction, information or assistance in causing or carrying out violence against any government, organization, group or individual, or provides guidance, information or assistance with respect to causing damage or security breaches to Big Red Pin Inc. network or to the network of any other Service provider. Customer shall not create or attempt to utilize a domain name that is fraudulent, indecent, offensive, deceptive, threatening, abusive or harassing.

Interaction with Minors

Big Red Pin Inc. has a zero tolerance policy regarding use of its Service to engage in inappropriate conduct with a minor (anyone under 18 years of age). You shall not knowingly collect or solicit personal information from a minor without the express consent of the parent or guardian of the minor, nor shall you use this Service to harm or intimidate a minor. Big Red Pin Inc. complies with all federal and state laws pertaining to the protection of minors, including the reporting of all apparent cases of child pornography or exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit www.ncmec.org.

Spam/E-mail/Usenet Abuse

Violation of the CAN-SPAM Act of 2003, or any state or federal law regulating e-mail services, constitutes an automatic violation of this AUP and Big Red Pin Inc. reserves the right to seek damages and other available relief against Customer, as applicable.
Spam/E-mail/Usenet Abuse is prohibited on Big Red Pin Inc. Services. Examples of Spam/E-mail/Usenet Abuse include but are not limited to the following activities:
• Sending unsolicited electronic mail messages and "mail-bombing" (sending mass unsolicited e-mail messages to a single user, or group of users, commercial or otherwise, or deliberately sending very large attachments to one recipient) using Service(s) are prohibited;
• Using another site's mail server to relay mail without the express permission of the site;
• Using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin;
• Using IP addresses that the Customer does not have a right to use;
• Collecting the responses from unsolicited electronic messages;
• Maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;
• Spamming, or sending unsolicited commercial e-mail, sending unsolicited electronic messages with petitions for signatures, or any chain mail related materials, or requests for charitable donations;
• Sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the Big Red Pin Inc. Services or the Internet (e.g., through language, frequency, size or otherwise);
• Sending bulk (i.e., twenty-five or more recipients) electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
• Using distribution lists containing addresses that include those who have opted out;
• Sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;
• Forging headers or identifiers in order to disguise the origin of e-mail;
• Use of redirect links in unsolicited commercial e-mail to advertise a website or service;
• Posting a single message, or messages to online forums or newsgroups, that could reasonably be expected to provoke complaints;
• Posting messages to or canceling or superseding messages on an online forum or newsgroup in a manner that violates the rules of the forum or newsgroup or that contain forged header information;
• Sending bulk electronic messages in quantities that exceed standard industry norms or that create the potential for disruption of the Big Red Pin Inc. network or of the networks with which Big Red Pin Inc. interconnects;
• Intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for other parties;
• Knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends;
• Using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam;
Spam Damages: Because spam related damages are often difficult to quantify, in those cases where the actual damages cannot be reasonably calculated Big Red Pin Inc. reserves the right to seek from the Customer liquidated damages in the amount of five dollars (US$5.00) for each piece of 'spam' or unsolicited bulk e-mail transmitted from or otherwise connected with Customer's account, in addition to any other rights and remedies Big Red Pin Inc. may have in contract, law and equity.

Security Violations

It is Customer's responsibility to ensure the security of its network and the machines that connect to and use Service(s). You are responsible for configuring and securing your services to prevent damage to the Big Red Pin Inc. network and/or the disruption of Service(s) to other customers, and ensuring that your customers and users use the Service(s) in an appropriate manner. Customer is required to take all necessary steps to manage the use of the Service(s) in such a manner that network abuse is prevented or minimized to the greatest extent possible. It is Customer's responsibility to take corrective actions on vulnerable or exploited systems to prevent continued abuse. Violations of system or network security are prohibited and may result in criminal and/or civil liability.
Big Red Pin Inc. Services may not be used to interfere with, to gain unauthorized access to, or otherwise violate the security of Big Red Pin Inc. or another party's server, network, personal computer, network access or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of violations of system or network security include but are not limited to:
• Intercepting, interfering with or redirecting e-mail intended for third parties, or any form of network monitoring, scanning or probing, or other action for the unauthorized interception of data or harvesting of e-mail addresses;
• Hacking - attempting to attack, breach, circumvent or test the vulnerability of the user authentication or security of any host, network, server, personal computer, network access and control devices, software or data without express authorization of the owner of the system or network;
• Impersonating others in order to obtain another user's account password or other personal information;
• Using the Service(s) to deliver spyware, or secretly or deceptively obtain the personal information of third parties (phishing, etc.), or engage in modem hi-jacking;
• Using any program, file, script, command or the transmission of any message or content of any kind, designed to interfere with a terminal session or the access or use of the Internet or any other means of communication;
• Distributing or using tools designed to compromise security, including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
• Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network; this would include use of sniffers or SNMP tools;
• Falsifying packet header, sender, or User information whether in whole or in part to mask the identity of the sender, originator or point of origin;
• Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
• Engaging in the transmission of pirated software;
• With respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow your account to stay logged on while you are not actively using the Big Red Pin Inc. Service(s) or using your account for the purpose of operating a server of any type;
• Using manual or electronic means to avoid any use limitations placed on the Services;
• Gaining unauthorized access to private networks;
• Violating rules, regulations, and policies applicable to any network, server, computer database, web site, or ISP that you access through the Service(s).

Network Usage

Where an Big Red Pin Inc. Service account, service or feature description specifies limits on bandwidth, disk utilization, simultaneous connections, and/or aggregate data download or upload, use in excess of those limits is not permitted without an appropriate change in account type or status and may incur additional charges for such usage.
Bandwidth, disk utilization, simultaneous connections, and aggregate data downloads/uploads will be computed or determined by Big Red Pin Inc. from time to time in developing its product and service offerings. In the event Big Red Pin Inc. determines that an account is exceeding the relevant bandwidth, disk utilization, aggregate data download/upload limits, simultaneous connections, or reasonable session times, the account owner will generally be notified by e-mail. If the excess use continues after such notification, the owner may be requested to upgrade the type of account or to modify the activity creating the excess use, or the account may be terminated.
If excessive bandwidth, disk space utilization, simultaneous connections, aggregate data download or upload, or session length is determined to adversely affect Big Red Pin Inc.'s ability to provide service, immediate action may be taken. The account owner may be notified by e-mail as soon as practical thereafter.

Customer Responsibilities

Customer remains solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed or transmitted using the Services. Big Red Pin Inc. takes no responsibility and assumes no liability for any material created or accessible on or through the Big Red Pin Inc. network(s) using Service(s), or for any mistakes, defamation, slander, libel, omissions, falsehoods, obscenity, pornography, or profanity Customer (or its Users) may encounter. As the provider of Service(s), Big Red Pin Inc. is only a forum and is not liable for any statements, representations, or content provided by the users of Services in any public forum. Big Red Pin Inc. shall not be obligated to monitor or exercise any editorial control over such material, but reserves the right to do so. In the event that Big Red Pin Inc. becomes aware that any such material may violate this AUP, other applicable terms of use or contract provisions, and/or expose Big Red Pin Inc. to civil or criminal liability, Big Red Pin Inc. reserves the right to block access to such material and suspend or terminate the Service of any user creating, storing or disseminating such material. Big Red Pin Inc. further reserves the right to conduct investigations into fraud, violations of the Terms of Service, this AUP or other laws or regulations, and to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the user that Big Red Pin Inc. deems responsible for the wrongdoing.
Customer agrees to indemnify and hold Big Red Pin Inc. harmless from any claim, action, demand, loss, or damage (including attorneys' fees) made by any third party against Big Red Pin Inc. as a provider of the Service(s) arising out of or relating to any violation(s) of this AUP by Customer (or its Users).

Incident Reporting

Any complaints (other than claims of copyright or trademark infringement) regarding violation of this AUP by a Big Red Pin Inc. Customer (or its User) should be directed to abuse@bigredpin.com. Where possible, include details that would assist Big Red Pin Inc. in investigating and resolving such complaint (i.e. expanded headers and a copy of the offending transmission).

Revisions to the AUP

Big Red Pin Inc. reserves the right to modify its Acceptable Use Policy at any time, and effective when posted to Big Red Pin Inc. Notice of any change to this AUP may also be provided to a Customer via electronic mail. It is your responsibility to notify Big Red Pin Inc. of any change of address. You must respond in a timely manner to complaints concerning misuse of the Service(s) obtained from Big Red Pin Inc. Failure to responsibly manage the use of the Service(s) obtained from Big Red Pin Inc. may be cause for termination of Service(s) to you and, depending upon the terms under which you acquired your Service(s), could lead to the imposition of termination fees.

Foreign/Personal Network Exemption

Big Red Pin Inc. will not be held liable for any reduction, interference, suspension, in transmission speeds from the network which may be caused by: a) the use or discovery of personal MiFi/hotspot transmissions, whether utilized by an attendee, exhibitor, vendor, or show management or employee of show management; b) the use or discovery of ANY networks not implemented by Big Red Pin Inc. by any of the above mentioned entities; c) the use or discovery of any devices, utilized by any of the above mentioned entities, that broadcast an SSID(Service Set Identifier), that may inhibit the network's performance to a reasonable standard. You agree that the discovery of any violation of this clause will nullify your ability to seek any refunds or exchanges for purchased services, due to factors beyond Big Red Pin Inc.'s control.

By initialing page one, you acknowledge that you have read and understand the terms on page two, and by signing page two, you acknowledge and understand the conditions set forth on page one.

Contact
Please direct any questions to:
Big Red Pin Inc.
28 May Street, Suite A
Edison, NJ 08837
info@bigredpin.com

Authorized Signature _____

Date _____

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837
PHONE (732) 417-1400 FAX (732) 417-1414

BOOTH CLEANING ORDER FROM

General Booth cleaning: This service includes waste removal, vacuuming and/ or sweeping.

Event Name_____ **Event Dates**_____ **Booth** _____

Company Name_____ **Representative** _____

*** Full pre-payment is required prior to service. Pre-payment may be made by check, money order, or credit card. (Visa, MasterCard, and American Express).
All payments must be made to the New Jersey Convention and Exposition Center, 97 Sunfield Avenue, Edison, NJ 08837- Attn: Booth cleaning or FAX at 732-417-1414

Days	Booth Size	Price per day	Total
	10X10	$20.00	
	10X20	$30.00	
	20X20	$50.00	
		*$0.25/ sq.ft	

*Non Standard booths sizes will be billed at $0.25 per sq.ft. per day i.e 8X8, 8X10 etc.

7% NJ Sales Tax	
Total Cost	

Credit Card#: _____ **Exp Date:** _____

Credit Card information; **AMEX**_____ **MC**_____ **Visa**_____

Billing Address: _____

City, State, Zip: _____

Telephone ( ) _____- _____

Carholder Signature: _____

Business Address (If different from above) _____

City, State, Zip_____

Business Telephone ( )_____ **Business Fax ( )**_____

Spring Valley Floral
DECORATING COMPANY INC.
241 South Little Tor Road
New City, NY 10956
TEL: 845 268-7555 FAX: 845 268-6570
Web Site: www.springvalleyfloral.com
Email: maryann@springvalleyfloral.com

FLORAL DECORATIONS

NYSCC Suppliers' Day
May 12 – 13, 2015
New Jersey Convention Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	66.00		
Fresh Floral Arrangement 15 - 18" High	76.00		
Exotic Floral Arrangement 14" High	81.00		
Exotic Floral Arrangement 24" High	96.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	26.00		
Azaleas	31.00		
Green Table Plant	26.00		
Large Fern	36.00		
3-foot Green Plant	42.00		
4-foot Green Plant	52.00		
5-foot Green Plant	62.00		
6-foot Green Plant	72.00		
8-foot Green Plant	90.00		

TOTAL:_____

ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT END OF SHOW

SPECIAL SERVICES AVAILABLE UPON REQUEST
- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO AVAILABILITY

___ PLEASE HAVE YOUR DESIGNER COME BY TO MAKE SUGGESTIONS
DATE/TIME_____

ALL PLANTS INCLUDE DECORATIVE CONTAINERS
PLEASE CHECK ONE
____WHITE ____BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Card Number (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16) Expiration Date MM/YY ( ) – ( )

☐ American Express (15 Digits) ☐ Check
☐ MasterCard (16 Digits) ☐ Visa (13 or 16 Digits)

Authorized Signature Name on Card Security Code

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail_____

Party in Charge _____Show Site Phone#_____

Authorized Signature _____ **BOOTH #** _____

Exhibitor Offerings

Booth Catering Services & Hospitality Guide

Hot & Cold Beverages

Coffee (gallon, serves 15)	**$29**
Tea (serves 15)	**$29**
Bottled Water (case of 24)	**$29**
Assorted Canned Soda (24)	**$29**

Breakfast Offerings

Bagels (butter, cream cheese)	**$31 dz**
Assorted Muffins (corn, blue, bran)	**$29 dz**
Croissants (butter)	**$30 dz**
Assorted Cereal Cups (ind milks)	**$31 dz**
Exhibitor Package (serves 10) **(bagels, muffins, danish, coffee & tea)**	**$125**

Lunch Offerings

Boxed Lunch **$14**
Sandwich, Hand Fruit, Snack Chip, Small Water

Exhibitor Package (serves 10) $175
Upscale Sandwich Platter, Side Salad,
Individual Bags of Snack Chips, Fruit Platter
Disposables

a la Carte & Snack Offerings

Fresh Baked Chocolate Chip Cookies	**$24 dz**
Fresh Baked Chocolate Brownies	**$24 dz**
Seasonal Hand Fruits	**$24 dz**
Yogurt Parfait, Granola & Fresh Berries	**$ 4 ea**
Granola & Energy Bars	**$36 dz**
Fresh Fruit Platter (serves 10)	**$45**

Booth Hospitality Displays

Treat your visitors to a little Treat

Soft Serve Ice Cream ***(300 servings)*** ***$1500***

Regular and Decaf Espresso & Cappuccino (regular and skim) (4 ounce)
Chocolate, Vanilla, Sugar Free Vanilla, Hazelnut Flavored Syrups

Old Fashion Popcorn Machine ***(500 servings)*** ***$1000***

Regular and Decaf Espresso & Cappuccino (regular and skim) (4 ounce)
Chocolate, Vanilla, Sugar Free Vanilla, Hazelnut Flavored Syrups

Candy Bar ***(250 servings)*** ***$1500***

Assorted Candy, Jelly Beans & Chocolates displayed in Glass Vessels
Served in 4 x 4 Cellophane Bags

To Place your Order
or for Additional Offerings or Special Requests Contact
201.666.3353 or info@inthyme.com

EXPO LOGIC
553 Foundry Rd, East Norriton, PA 19403
P: 484-751-5131 | F: 866-266-5077

Lead Retrieval Order Form
NYSCC Suppliers' Day
Edison, NJ | May 12 - May 13, 2015

To order online, go to www.myexpoleads.com and use show code: **NYSCC15**
Device Options - Please visit **bit.ly/mxl-products** for full descriptions and videos.

LeadKey

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.

LeadPod License Only

This license will allow you to use the LeadPod app (available in the App Store/Google Play Store) to capture leads at your event.

Device Selection

	Starting 3/5/15	Starting 4/15/15	Starting 5/10/15	QTY	TOTAL
LeadKey The easiest device you'll ever use!	$295/1st Unit	$345/1st Unit	$395/1st Unit	____	$_____
	$195/Addl.	$245/Addl.	$295/Addl.	____	$_____
LeadPod License Only Use your own iOS or Android Device!	$225/1st Unit			____	$_____
	$75/Addl.			____	$_____

Additional Services

Insurance quantities must equal device quantities.	COST	QTY	TOTAL
LeadKey Insurance	$45/each	____	$_____
Printer for **Lead**Pod	$195/each	____	$_____
Printer for **Lead**Pod Insurance	$75/each	____	$_____
Custom Qualifiers	$95	____	$_____
Delivery	$50	____	$_____

GRAND TOTAL $_____

EXPO LOGIC
553 Foundry Rd, East Norriton, PA 19403
P: 484-751-5131 | F: 866-266-5077

Lead Retrieval Order Form
NYSCC Suppliers' Day
Edison, NJ | May 12 - May 13, 2015

Your Contact and Payment Information

Company | Key Contact

Billing Street Address

City | State | Zip

Phone | Fax

Email Address

Cell Phone Number (for on-site contact) | Booth Number

Email Address (for on-site contact)

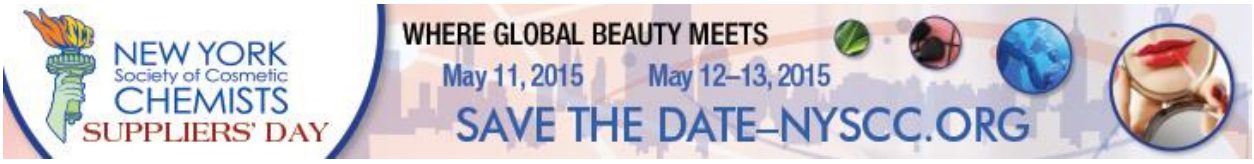
Credit Card (circle one if paying by credit card) | Check Number | Total Amount Due

AMEX VISA MasterCard Discover

Credit Card Number | Expires

Name as it appears on card | Signature

TERMS & CONDITIONS: It is understood the above named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen damaged equipment is $1,500.00/Device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order "Delivery" services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging; if our Staff has to pick up your Badge Reader a $100.00 fee will be charged to the credit card on file. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service.
CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A $50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.



Re: Booth Design Height Restrictions

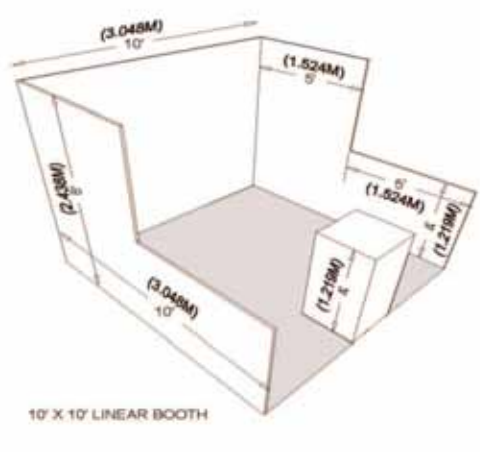
Dear Exhibitor:

It is the NYSCC Suppliers' Day Committee's goal to ensure successful outcomes for all exhibitors and attendees at the event. In order achieve this goal we follow standard trade show industry guidelines and regulations which serve to protect the integrity of the exhibition. We are expected to comply with laws, codes ordinances and contracts with the exhibition facility.

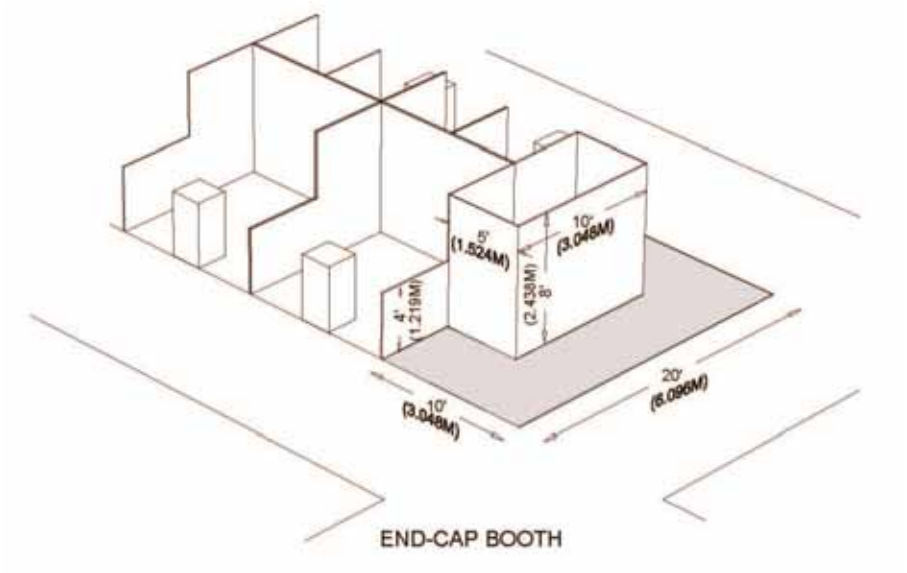
Below are industry guidelines to follow. To ensure all exhibitors comply with regulations, the committee will enforce these rules and ask that your booth not exceed the maximum height.

Booth Design

Linear Booth - The maximum height of the back wall of the standard booth is 8' high. The maximum height of the side partitions are 4' high. Exhibits will be arranged so as not to obstruct the view of other exhibitors. The sidewalls of any booth, exceeding 4' in height to a maximum of 8' height, may not extend more than 5' from the back wall. Sidewalls 4' or less in height are limited to 7' in length from the back wall. No built-up exhibit or other construction will exceed 8' in overall height. Overhead canopies or simulated ceilings cannot extend out more than two-thirds of the depth of the booth space measured from the back wall. The height of display materials in the remaining one-third of the booth space depth is limited to a maximum height of 4'.

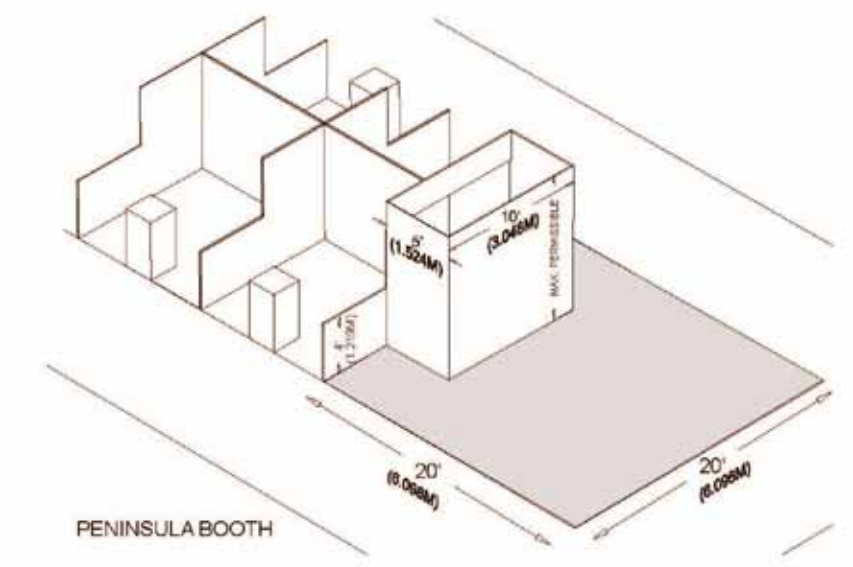


End-Cap Booths – An End-cap booth is exposed on three sides and comprised of two booths. End-cap booths are generally 10' by 20' wide. The maximum back wall height of 8' is allowed only in the rear half of the booth space within 5' of the two side aisles, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

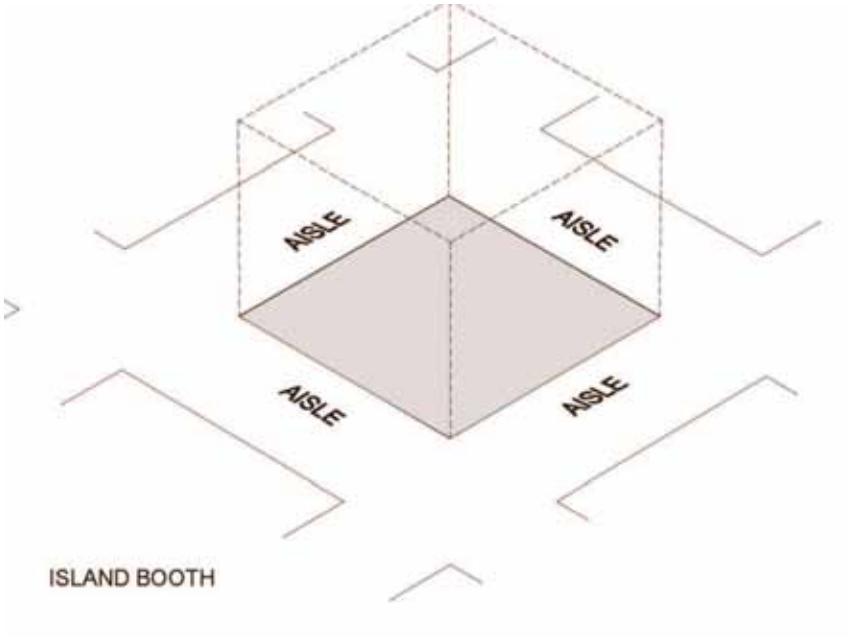


END-CAP BOOTH

Peninsula and Island Booths - Peninsula and island booths occupy both corners at the end of a row of back to back booths and faces three aisles. Exhibitors with a peninsula booth must limit the length of the back wall to 5’ centered and the back wall height must not exceed 18’. This eliminates the use of composite booth systems in this configuration. An island booth is surrounded by aisles on all four sides. Exhibitors with this configuration may utilize the full cubic content of the booth space and will be permitted to a maximum height of 16’ including signs.



PENINSULA BOOTH



To maintain uniformity and to prevent obstruction of view of adjoining booths, no solid or draped walls can be higher than 8’ in the back and 4’ along the dividers and aisles. This does not apply to island exhibits or those utilizing an entire separate block of booths, which are not directly adjacent to another exhibitor. Peninsula exhibits are subject to standard back and side height requirements on the side adjoining other booths. Booth decorations which, in Show Management’s opinion, do not interfere with the view of any other exhibitor, may be utilized within the islands up to a height of 18’.

Exhibitors desiring to use other than standard booth equipment, any sign or materials conflicting in any way with the above regulations should submit a detailed sketch of the proposed layout at least 60 days before the meeting or before construction is ordered and receive written approval from Show Management.

If you need further clarification regarding these guidelines, please do not hesitate to contact me.

Sincerely,

Sandy Chapin
2015 NYSCC Suppliers’ Day
Show Manager